

Roseville Public Library Commission  
Regular Meeting  
November 11, 2013  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:30 p.m. in the RHGS/Friends Office.

Present: Commissioners Pat Chownyk, Phyllis Reneau, Cara Tonn, Charlene Van Marcke, and Director Jacalynn Harvey

Public: None

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk supported by Commissioner Reneau to accept the Minutes of the regular meeting of October 14, 2013.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. Library Closing. The Library will be closed for Thanksgiving on November 28 and 29 and will close early at 5:30 p.m. for the City Tree Lighting on December 5.
- b. Library Articles. Director Harvey shared two articles, one by Neil Gaiman and one from American Libraries. They will be passed among the Commission members.
- c. Newsletter. The staff is working on the winter newsletter and expects it to be mailed out at the end of December.

- d. SLC and DSLRT. The Library will be hosting both the SLC Council (Nov. 14) and the Detroit Suburban Libraries Roundtable (Nov. 15).
  - e. Statistics. Director Harvey is currently working on the state aid report and DSLRT report that include statistics about area libraries. The information also will be included in the annual report to the Commission and City Council.
2. Library Programs/Classes.
- a. Teen Programs: Dream Catcher Craft on November 25. The Teen Programs are not well attended, so Director Harvey has asked Jason to cut back and only plan two “big” professional programs. Anime is better attended.
  - b. Anime Night: *XXXholic* on December 4.
  - c. Adult Programs: Club Bead on November 21.
  - d. Children’s Programs: Pre-School Story Time and Toddler Lap Sit Session Two from October 25 through November 15; PotterPalooza (The Harry Potter Party) on November 22; Cooking with Kids – Christmas on December 6.
3. Friends of the Roseville Public Library.
- a. Book Sales. \$147 on October 10.
  - b. The Friends Board has approved semi-annual sales rather than monthly sales. The monthly sales will end in December and the first semi-annual sale will take place during National Library Week on April 10, 11 and 12.
  - c. The Friends have received lots of donations lately, including a sizable number of DVDs from a local pawn shop. Some will be sold in the Library by the circulation desk.
4. Roseville Historical and Genealogical Society.  
Monthly Program: 25<sup>th</sup> Annual Dinner and Program on November 13.
5. Other Items.

V. SUBURBAN LIBRARY COOPERATIVE .  
Nothing new or unusual in the minutes.

VI. COMMUNICATIONS  
None.

VII. UNFINISHED BUSINESS

- 1. Drafts of Legal Documents.  
Following the meeting on November 7 with the City, some changes need to be made to the Legal Document Drafts.

Motion by Commissioner Reneau supported by Commissioner Chownyk to accept the following changes to the Legal Document Drafts:

***Fiscal Agency Agreement***

*Item 1a: Remove the last sentence, "Further, the City shall provide the Library with a copy of the bank statements at the time they are received by the City; and"*

*Item 3: Change the sentence, "Each month and as needed, the Library Board shall prepare and present to the City a statement of the invoices to be paid from the Library Fund, having attached to the invoice/voucher written evidence of approval of such payment" to "Each month and as needed, the Library Board, through the Library Director, shall prepare and present to the City invoices to be paid from the Library Fund."*

*The director will ask the Library's attorney, Anne Seuryneck, to create a purchasing policy for the Commission and director to follow.*

*Item 5: Remove the sentence, "The fee shall be paid in 12 equal installments of \$4,333.33 on the first of each month during the term of the Agreement" to "The fee shall be paid in a lump sum at the end of the fiscal year during the term of the Agreement and the fee shall be prorated if the agreement is cancelled."*

***Building Lease***

*Item 2: Change, "In consideration of this Lease, Tenant shall pay Landlord rent in the amount of \$120,000 per year for three (3) years of the Lease, payable on June 30, 2014, June 30, 2015 and June 30, 2016."*

**MOTION CARRIED UNANIMOUSLY**

2. Budget and Bills.  
No issues.
3. Personnel Update.
  - a. Director Harvey has been trying to come together with the City Manager to discuss the hiring of a new Library Intern. She submitted a job description for his approval.
  - b. The Director and Assistant Director will soon begin contacting page applicants for interviews.

4. Painting and Electrical Work.
  - a. Maintenance has put one coat of paint on Erin Auditorium. They are only painting one coat. The trim, switch plates, and moldings have also been updated. The carpet in Erin has been cleaned by Modernistic, who is contracted to come back if stains reappear.
  - b. The electricians have been in but have not finished their work. The data lines need to be tested.

## VIII. NEW BUSINESS

1. Schedule of Commission Meetings.

The Commission discussed changing the meeting schedule to accommodate the writing of the fall newsletter and decided that it would change the schedule to have off the months of June and July, rather than July and August.
2. Staff Development Day.

Motion by Commissioner Chownyk supported by Commissioner Tonn to close the Library on Friday, August 22 for a staff development day.

### **MOTION CARRIED UNANIMOUSLY**

3. Zinio Online Magazines.

The SLC has purchased, for approximately \$18,000, a subscription for many online magazines. Details will be forthcoming, but the service should work similarly to Overdrive.
4. Other Items.
  - a. Michicard.

The state is ending the Michicard program and the SLC has decided to take up the program, renaming it MILibraryCard. After discussion, the Commission decided not to participate at this time, but to revisit the issue if patrons show interest.
  - b. Patron Kevin Jurkowski.

After much discussion, the Commission has decided to permanently bar Kevin Jurkowski from using the public computers. Staff has noticed problems with the computers after Mr. Jurkowski has used them, and, in violation of Library rules, he routinely bypasses the sign-in system.

Motion by Commissioner Reneau supported by Commissioner Chownyk to permanently bar Kevin Jurkowski from using the Library's public computers.

### **MOTION CARRIED UNANIMOUSLY**

5. Donations.

*Still Foolin' 'Em* given by Teresa Maiorano.

*Michigan History Directory* given by the Roseville Historical and Genealogical Society.

*Detroit's Corktown* given by Janice Carter.

*Shirley Jones: a Memoir* given by Lettie Garofalo.

*The Smartest Kids in the World and How They Got That Way* given in memory of WILLIAM DUNLOP by Janet McAllister.

Commissioner Tonn made the motion to accept the donations and send acknowledgements. Commissioner Chownyk supported the motion.

**MOTION CARRIED UNANIMOUSLY**

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 7:43 p.m. Commissioner Reneau supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, December 9, 2013 at 6:30 p.m.