

Roseville Public Library Commission  
Regular Meeting  
February 10, 2014  
Minutes

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene Van Marcke at 6:45 p.m. in the Conference Room.

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

Recording Secretary: Cara Tonn

II. DISPOSITION OF MINUTES

Motion by Commissioner Reneau supported by Commissioner Van Marcke to accept the Minutes of the regular meeting of January 13, 2014.

**MOTION CARRIED UNANIMOUSLY**

III. HEARING OF THE PUBLIC

None.

IV. REPORT OF THE LIBRARIAN

1. Library Update.

- a. The Library will be closed on February 17 for President's Day.
- b. The Director will be on vacation February 13-18, 2014.
- c. A broken water main caused the Library to close public restrooms from 3 p.m. until closing on January 30. The staff restrooms still functioned.

2. Library Programs/Classes.

- a. Teen Programs: Open Gaming Night on February 24.
- b. Anime Night: *My Bride is a Mermaid* on March 5.
- c. Book Discussion: *Hamlet* on March 6.
- d. Adult Programs: Rivera's Detroit (DIA) on February 11; Falling Down Beer Company on March 3.
- e. Children's Programs: Toddler and Story Time, Session 2 begins on February 14.

- f. Family Programs: Family Movie *Epic* on February 14.
- 3. Friends of the Roseville Public Library.  
The Book Sale Committee is still busily readying for the upcoming book sale.
- 4. Roseville Historical and Genealogical Society.  
“The Great Lakes Storm of 1913” on February 18.
- 5. Budget and Bills.  
The Library has received bids for laminating various surfaces throughout the library and will submit them for approval. The Director has put exterior doors on the capital improvements list.
- 6. Other Items.  
The Assistant Director has put together the annual book mark contest for youth.

V. SUBURBAN LIBRARY COOPERATIVE.

- 1. Approved text messaging service for overdue notices, bills, etc. for patrons.
- 2. The Co-op is going ahead with the wireless project and wireless service will soon be improved throughout the Library.

VI. COMMUNICATIONS  
None.

VII. UNFINISHED BUSINESS

- 1. Drafts of Legal Documents  
The Commission reviewed and approved the Building Lease and Fiscal Agency Agreement.

Motion by Commissioner Logghe supported by Commissioner Chownyk to accept the Building Lease, with clarification on 3a and 4i, and the Fiscal Agency Agreement.

**MOTION CARRIED UNANIMOUSLY**

- 2. Review of Library Policies.  
The Commission reviewed and approved an updated Library Purchasing Policy.

Motion by Commissioner Tonn supported by Commissioner Reneau to accept the Library Purchasing Policy with clarification on VIII regarding bids.

**MOTION CARRIED UNANIMOUSLY**

3. Inclement Weather Procedure.

The Commission discussed and approved the Director's procedure.

Motion by Commissioner Chownyk supported by Commissioner Tonn to accept the Inclement Weather Procedure.

**MOTION CARRIED UNANIMOUSLY**

4. Personnel Update.

- a. Part-time librarian Jenny St. Onge has accepted a full-time position at a library in Ohio. Her position has been posted.
- b. Postings for two interns have been submitted to the City Manager for approval.
- c. The Director will be scheduling the next round of employee evaluations.

5. Capital Improvements.

The Director has asked that the Assistant City Controller add replacement of the outer electric doors in the capital improvement plan.

6. Bylaws.

In January the Commission was to review their current positions on the board and make changes if need be. The Commissioners elected to retain their current posts.

Motion by Commissioner Logghe supported by Commissioner Reneau that the Commissioners retain their current positions.

**MOTION CARRIED UNANIMOUSLY**

VIII. NEW BUSINESS

1. Donations.

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

**MOTION CARRIED UNANIMOUSLY**

2. Circulation Limits on Materials.

The Commission discussed the current limits on the number of items per type a patron can check out at one time (currently a 5-item limit), and decided to abolish all limits except those on video games.

Motion by Commissioner Tonn supported by Commissioner Chownyk to abolish circulation limits aside from those on video games.

**MOTION CARRIED UNANIMOUSLY**

3. Library Employee Handbook.

The Director asked the Commission for help in drafting a new Employee Handbook. Char Van Marcke volunteered to help with this project.

IX. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 8:12 p.m. Commissioner Reneau supported the motion.

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,



Cara Tonn

Next Meeting: Monday, February 10, 2014 at 6:30 p.m.