Roseville Public Library Commission

Regular Meeting

August 14, 2017

Minutes - APPROVED

1. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:35 p.m. in the Conference Room.

Present: Commissioners Anastasia Psimadas, Phyllis Reneau, Cara Tonn, Charlene VanMarcke, Director Jacalynn Harvey.

Absent (Excused): Commissioner Pat Chownyk

Recording Secretary: Cara Tonn

1. DISPOSITION OF MINUTES

Motion by Commissioner Psimadas, supported by Commissioner Reneau to accept the Minutes of the special meeting of June 27, 2017.

**MOTION CARRIED UNANIMOUSLY.**

1. HEARING OF THE PUBLIC – The hearings of the public are designated. The hearing of the public will be for any Library business. Upon addressing the Commission, please state your name and address. Address the Chair. You are welcomed to direct questions, input information and/or express opinions to the Commission. Anyone using inappropriate or threatening language will be called out of order, and will correct their language or end their comments. Limit your remarks to three (3) minutes. If time permits, we may allow you one additional time period to provide new information or answer questions from the Trustees. Anyone not adhering to these rules will be called out of order by the Chair.
2. REPORT OF THE DIRECTOR
3. Library Update.
   1. The Library will be closed on Friday, August 25 for Staff Development. The Library will be closed on September 4 for Labor Day. The Library will reopen on Saturdays beginning September 9.
   2. Incident Report: Maurice Cooney. Mr. Cooney has made inappropriate comments to Library personnel on more than one occasion and has now been banned from the Library.

2. Library Programs.

a. Adult Programs: Library Lab 8/16, 8/28, and 9/7; Adult Open Craft and Coloring on 8/17; Book Discussion on 9/7.

b. Teen/Tween Programs: “Magic the Gathering” 8/21, 8/28, and 9/11.

c. Children’s Programs: Lego Club 9/9.

d. Family Program: Solar Eclipse Viewing 8/21.

3. Library Statistics..

4. Friends of the Roseville Public Library..

a. Fundraiser: “Jane Austen Fashion Promenade” on Saturday, October 7, tickets are $25 in advance.

b. Book Sale October 26-28.

5. Roseville Historical and Genealogical Society.

a. Upcoming programs: “Willow Run: a Pictorial History” on 9/19; “The Last Hobo” on 10/17; Annual Dinner Meeting on 11/15.

6. Budget and Bills.

a. The Director ended the warranty payments for the old security gates and RFID pads.

b. Penal fines are down.

c. State Aid has been received for the past fiscal year.

Motion by Commissioner Tonn supported by Commissioner Reneau to accept the budget and bills.

**MOTION CARRIED UNANIMOUSLY.**

1. SUBURBAN LIBRARY COOPERATIVE

1. The Director worked on the Annual Plan.

2. Commissioner VanMarcke’s term ends on September 30.

1. COMMUNICATIONS

None.

1. UNFINISHED BUSINESS

1. Personnel.

a. Youth Services Applicant.

b. Systems Librarian Ashlee McClaughry moved to Youth Services.

c. Posting for Adult Services Librarian.

2. Building/Grounds Update.

a. Anderson Westrick is currently working on the design for the overhang.

b. The phones continue to be a problem: in addition to the lack of a PA system and issues with the alarm, it is not possible to be entirely sure when one’s phone call will end up. The issues continue to be addressed.

c. Alarm.

3. Internet Filter.

a. Taking the Internet Filter down set into motion changes to the Library Card Application, the Internet and Computer Use Policy, Facebook, the Website, and Signage. All have been updated.

4. Tutor.com.

1. The SLC will purchase.
2. The service starts on October 1.

5. Director’s Evaluation.

a. The Commissioners will handle in October with the final product due in December.

6. Badges.

a. The Library commissioned a logo that will be used on new badges as well as letterhead, signage, the Website, etc.

7. Library Promotion.

a. The Library will be purchasing an insert to be placed in the August 30 EastSider. The inserts will be printed in advance, will be double-sided. There will be 20,000 inserts. Total cost will be about $1,400.

8. Staff Development Day.

a. The Library Commission has been invited to join Staff for lunch on Staff Development Day on August 25.

9. Other Items.

a. Workshops.

i. Ashlee will attend the technology forum at the Bloomfield Township Public Library in September.

ii. Annamarie and Tracy will attend the MLA annual conference in Lansing in October.

iii. Annamarie will attend a library security workshop at the Dearborn Public Library in September.

1. NEW BUSINESS

1. Donations.

Motion by Commissioner Reneau supported by Commissioner Psimadas to accept the donations and send thank-you notes to donors.

**MOTION CARRIED UNANIMOUSLY.**

2. Endowment Trust Fund.

a. There is now a widget on the Website for donors.

b. The checking account balance is $1,509.64, it will be used to pay for accounting services.

3. Community Development Block Grant Funds.

a. The Library was awarded a $1,500 grant for low-income populations which will be used for large-type books and audiobooks.

4. Databases.

a. The AllData database will be discontinued. Chilton’s is available through MeL.org.

b. SLC will be purchasing Ancestry and Tutor.com.

5. Commission Bylaws.

Motion by Commissioner Tonn supported by Commissioner Psimadas to change the bylaws to reflect that the Commission does not meet in June and July..

**MOTION CARRIED UNANIMOUSLY.**

6. Other Items.

a. Commissioner Phyllis Reneau renewed her term on the Commission.

1. ADJOURNMENT

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

**MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Cara Tonn

Next Meeting: Monday, September 11, 2017 at 6:30 p.m. Regular Commission Meeting.