Roseville Public Library Commission

Regular Meeting

October 9, 2017

Minutes - APPROVED

1. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:33 p.m. in the Conference Room.

Present: Commissioners Pat Chownyk, Anastasia Psimadas, Cara Tonn, Charlene VanMarcke, Director Jacalynn Harvey.

Absent (excused): Commissioner Phyllis Reneau

Recording Secretary: Cara Tonn

1. DISPOSITION OF MINUTES

Motion by Commissioner Chownyk, supported by Commissioner Psimadas to accept the Minutes of the regular meeting of September 11, 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.
4. Library Programs/Classes.
   1. Adult Programs: Adult Open Craft & Coloring Night on October 10; Adult Trivia Night on October 12; Library Lab on October 16 and November 2; Information Education on November 1; Booked for the Evening on November 2; Adult Disney Princess Party on November 4.
   2. Teen/Tween Programs: Teen Advisory Board October 13; Zombie Escape Room October 13; “Magic the Gathering” October 16 and 23 and November 6; Teen Community Service Opportunity on October 25 and November 10.
   3. Children’s Programs: Session 1 Toddler Lapsit and Preschool Story Time October 13; Session 2 Toddler Lapsit and Preschool Story Time October 27 and November 3 and 10.
   4. Family Programs: Family Craft: Halloween Pumpkins on October 11; Dan the Creature Man’s “Creepy Crawlies” on October 14; STEM Saturday -- Fizzy Science! on November 11.
5. Library Statistics.

Numbers are down across the board.

1. Friends of the Roseville Public Library.

Book Sale October 26-28.

1. Roseville Historical and Genealogical Society.

*The Last Hobo* on October 17.

1. Budget and Bills.

a. The Library has received another Renaissance Zone reimbursement.

b. The Library has received an invoice for the new logo.

c. The Michigan Library Association is advocating for more penal funds.

d. The Library is going to purchase a tablet through the Co-op for $800.

Motion by Commissioner Psimadas supported by Commissioner Tonn to appropriate $800 for the purchase of a new tablet.

**MOTION CARRIED UNANIMOUSLY.**

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

**MOTION CARRIED UNANIMOUSLY.**

1. Other Items.
2. SUBURBAN LIBRARY COOPERATIVE

None.

1. COMMUNICATIONS

None.

1. UNFINISHED BUSINESS
2. Personnel.
   1. Mary Pellerito is retiring as of December 1, 2017. She is training Krista on mending.
   2. Two part-time clerical positions were posted to fill Burlrando Pearce’s and Mary Pellerito’s positions.
3. Building and Grounds Update.
   1. AEW presented a conceptual drawing of the south entrance canopy along with an estimated cost for the first phase of the update.
      1. The Commission discussed several points on the design, and came up with a few questions. The Director will schedule a meeting with AEW.
   2. Maintenance is working on the Library’s to-do list.
4. NEW BUSINESS
5. Donations.

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

**MOTION CARRIED UNANIMOUSLY.**

1. The Community Foundation for South East Michigan Annual Investment Briefing is the same day as the November Commission Meeting, and the Director and Commissioner Psimadas will attend.
2. Director’s Annual Performance Evaluation
   1. The Commissioners will complete and return to Commissioner VanMarcke at the November meeting.
3. ConnectED (Virtual Library Cards)
   1. The Director recently met with the directors of the Clinton-Macomb Public Library and the Fraser Public Library and representatives from the Fraser Schools to go forward with ConnectED.
   2. The Director has contacted Roseville Community School’s Superintendent, but has not heard back.
4. Databases
   1. Ancestry.com is available in the Library.
   2. Tutor.com is available and the Library is collecting usage statistics. The Library tested the proofreading service.

6. Other Items

1. The Strategic Plan needs updating.
2. ADJOURNMENT

Commissioner Chownyk made the motion, that having acted upon the agenda, the meeting be adjourned at 7:52 p.m. Commissioner Psimadas supported the motion.

**MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Cara Tonn

Next Meeting: Monday, November 13, 2016 at 6:30 p.m. Regular Commission Meeting.