

Roseville Public Library Commission  
Regular Meeting  
August 13, 2018  
Minutes - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:30 p.m. in the Conference Room.

Present: Commissioners Phyllis Reneau, Cara Tonn, Charlene VanMarcke, Laura Wurm, Director Jacalynn Harvey.

Absent: Commissioner Anastasia Psimadas.

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 May 14, 2018.

**MOTION CARRIED UNANIMOUSLY.**

III. 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.

IV. REPORT OF THE DIRECTOR

1. Library Update.

- a. The Library will be closed on Friday, August 24 for Staff Development Day. The Library will be closed on Monday, September 3 for Labor Day. The Library will reopen on Saturdays on September 8.
- b. Staff Development Day: the speaker canceled.
- c. The Trustees will be asked to take a group photo at our September meeting.
- d. There was an issue with a former employee regarding the publication of her name and photograph in an Arcadia publication. The issue will be

worked out by the author and publisher, but in the future, it will be made plain to staff that their photos and names may be published as they are public employees.

2. Library Programs/Classes.
  - a. Adult Programs: Booked for the Evening, *One Summer: America* on Thursday, September 6; 7 Surprising Ways to Save Money Online Program on Thursday, September 13.
  - b. Family Programs: Chess Nuts: Drop-In Chess Play on Saturday, September 8; Family Craft: Perler Beads on Monday, September 17.
3. Library Statistics.
4. Friends of the Roseville Public Library.
  - a. The Friends annual meeting and election of officers was May 30. Carol Huck resigned as president and Pat Chownyk resigned as vice president. The Friends Board will meet on August 22 to appoint a new president and vice president: Pat Eick and Rosa Coletti.
  - b. The Used Book Sale will be held October 11-13.
5. Budget and Bills.
  - a. The Library received a state aid payment of \$17,469.40.
  - b. The Library received penal fines of \$40,958.46.
  - c. The Art Fund now contains \$17,104.16.

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

**MOTION CARRIED UNANIMOUSLY.**

V. SUBURBAN LIBRARY COOPERATIVE

- a. Jackie is on a committee to investigate encouraging local libraries to use interns and possibly share the cost of an intern to give them experience.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

1. Building and Grounds Update.
  - a. Due to many unforeseen problems, the work on the south entrance has been going slowly. Bob Schimmel of Elgin Builders informed Jackie on August 9 that the demolition and cement contractor would begin work

again on August 13. Lack of documentation from the addition 22 years ago has contributed to the delays.

- b. Jackie met with a landscape designer from Soulliere on July 23 to discuss a general plan for landscaping around the south side of the building. The budget is a maximum of \$25,000.
  - c. Jackie requested that Jeff Schmidt, Director of DPS, remove one evergreen covering the signage on the building facing Kelly and one dead tree near the fence line on the east side of the south parking lot.
2. Trustee Position.
    - a. Welcome, Laura Wurm.
  3. Personnel.
    - a. Seven employee evaluations were completed in July.
    - b. Ashlee McClaughry requested going from a full-time position as Systems Librarian/Youth Librarian to a part-time Youth Librarian. She also requested working 24 hours per week instead of 28. Jackie offered Sarah Marsack a full-time position as Systems Librarian/Teen Librarian and the changes are effective Friday, August 31, pending receiving a new contract for Sarah Marsack from the City Manager's office.
    - c. Librarian Shane O'Neal was offered a full-time position at another public library, and his last day is August 17.
    - d. Two open part-time Clerk I positions (24 hours per week), a part-time librarian's position (28 hours per week), and a Library Intern position (12 hours per week) have been posted.
  4. Policies.
    - a. Jackie watched a webinar on library policies created by Anne Seurynk. Jackie will be updating the Library's Circulation Policy and sending it to Anne for review.
  5. Other Items.
    - a. Endowment Trust Fund.
      - i. Tax accountant Anthony Zoia closed the books on the Endowment Fund. Jackie will not have to submit a tax return next year. She will write a check for the balance in the checking account to the Community Foundation for South East Michigan for \$109.64 and close the account.

## VIII. NEW BUSINESS

### 1. Donations

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

**MOTION CARRIED UNANIMOUSLY.**

2. Other Items.  
None.

IX. ADJOURNMENT

Commissioner Wurm made the motion, that having acted upon the agenda, the meeting be adjourned at 7:44 p.m. Commissioner Tonn supported the motion.

**MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Cara Tonn

Next Meeting: Monday, September 17 at 6:30 p.m. Regular Commission Meeting.