

Roseville Public Library Commission
Regular Meeting
February 10, 2020
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 Sandra Scott, Cara Tonn, Charlene VanMarcke, Laura Wurm, Director Jacalynn Harvey.

Recording Secretary: Cara Tonn.

II. DISPOSITION OF MINUTES

Motion by Commissioner Scott, supported by Commissioner Wurm to accept the Minutes of the meeting of January 27, 2020.

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 Friends of the Library will meet on February 12 at 7 p.m.
 - B. The Library will be closed on Monday, February 17 for Presidents Day.
 - C. SLC sent email notices to all patrons with email addresses in their library card records to show how much the materials they checked out in 2019 cost, broken down by loan type. Received a mostly positive response.
 - D. Michigan Notable Book Awards list.

2. Library Programs.

- A. The following programs will take place before the next Commission meeting:
 - February 11: Adult Open Craft Night
 - February 13: Essential Oils & Rice Bags
 - February 14: Family Craft -- Love Bugs
 - February 18: Zumba for Kids
 - February 21: #2 Session Story Time
 - February 26: Teen Community Service
 - February 29: STEM Saturday -- Leap Year
 - March 2: Teen Community Service
 - March 5: Booked -- *Little Women*
 - March 7: Teen Community Service
 - B. Passive programs: Harry Potter's Birthday Trivia Contest -- 20 participants; Guess the Title of the Shredded Book -- 150 participants; Library Card Sign-Up Month -- 106 participants; Halloween I Spy with a Dollhouse; Gratitude Chain; Origami Snowflakes; Puzzle Month; Make a Valentine.
3. Library Statistics.
4. Budget and Bills.
- A. The Director will meet with the Controller to discuss the proposed budget on February 14. The budget is due the following week.
 - B. Centralized Purchasing: the Library is expected to receive \$12,000-13,000 in July.
 - C. The SLC directors voted to pay an additional one-time increase of 25% for OverDrive titles in 2019-20. Roseville's responsibility will be \$595.27.

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

MOTION CARRIED UNANIMOUSLY.

- V. SUBURBAN LIBRARY COOPERATIVE
 - 1. SLC is working with Oakland Schools printing to design a bookmark for the Go Library Card discount program.
- VI. COMMUNICATIONS

None.
- VII. UNFINISHED BUSINESS
 - 1. Strategic Plan.

- A. The Director will write a Request for Proposal for a company to assist with a strategic plan after the new assistant director and/or Youth Services Coordinator has been hired.
- 2. Policies.
 - A. Attorney Anne Seurynck responded to the Director with comments regarding the circulation policy and the Library's policies in general. The Director has responded to Anne and is waiting for Sara to send her comments.
- 3. Tables and Chairs in Erin and Youth Program Room.
 - A. The Director is waiting to hear back from Kyle Hanning regarding the storage size of the tables and chairs.
- 4. Other Items.
 - A. South Canopy Project: Sign has not been manufactured yet. Waiting on electrician. Brandy at AEW has been asked to find a company to repair the concrete at the base of the support poles.
 - B. Landscape Design will be coming in to talk about the hardscape -- this year's landscaping project.

VIII. NEW BUSINESS

- 1. Donations.
- 2. Endowment Trust Fund.
 - A. No communication.
- 3. Personnel.
 - A. The Director will be meeting with a current employee regarding the open position.
- 4. Community Development Block Grant Application.
 - A. The Director will apply by February 28. The grant can only be used for materials for a segment of the population below the poverty level in Roseville, so it would be used for seniors/large print books and audio books.
- 5. Other.
 - A. Library use vs. Moviegoing.
 - B. Advantage Living Center: Joshua and the "Book Nook."

IX. ADJOURNMENT

Commissioner Wurm made the motion, that having acted upon the agenda, the meeting be adjourned at 7:45 p.m. Commissioner Scott supported the motion.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Cara Tonn

Next Meeting: Monday, March 9, 2020 at 6:30 p.m. Regular Commission Meeting.