

Roseville Public Library Commission
Regular Meeting -- Remote via Zoom
September 14, 2020
Minutes - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:35 p.m. via Zoom.

Present: Commissioners Sandra Scott, Cara Tonn, Charlene VanMarcke, Laura Wurm, Director Jacalynn Harvey.

Absent: Commissioner Mary Ann DeKane

Recording Secretary: Cara Tonn.

II. DISPOSITION OF MINUTES

Motion by Commissioner Wurm, supported by Commissioner Scott to accept the Minutes of the meeting of August 10, 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 Library was open on Saturday, September 12.
 - B. The Library is getting busier.
 - C. Donations.
2. Library Programs, Services, and Collections.
 - A. Virtual Programs: Virtual Archives Roadshow: Packard Aviation Field; SPAM Cooking for Adventurous Teens; Birding Near Home with the Bird Guys; Coping with COVID: Yoga Breathing for Anxious Kids;

Virtual Family Story Time; Beckoning Butterflies; Harry Potter Hidden Spell Challenge; Halloween STEM.

- B. In-Person Outdoor Programs: Master Builder of Roseville LEGO Contest; Pony Bead Pencil Take and Make; Friends Under the Canopy Mini Used Book Sale; Teen Community Service; Kool-Aid Rock Candy Take and Make, Live on the Plaza: County Blues Narrative with Leonardo Gianola; Booked for the Evening (In-person? and Zoom depending on the weather); Family Egg Drop; Harvest Necklace Take and Make.
- C. Volunteers needed to “man” a table at the Spooky Book Walk and Trick or Treat on Saturday, October 24, 2-3p.m.

3. Library Statistics.

4. Budget and Bills.

- A. Centralized Purchasing balance may not exceed the three previous consecutive years’ total allocation. The Library has used approximately \$24,000 in the last three years and have almost \$31,000 in our account, and will use it to pay for OverDrive Advantage, Blue Cloud Mobile Shelf Check, attorney fees to write procedures, and technology.

Motion by Commissioner Tonn, supported by Commissioner Wurm to accept the Budget and Bills.

MOTION CARRIED UNANIMOUSLY.

5. Other

- A. Used materials donations are now being accepted by curbside only, Monday - Friday 1-4p.m., and Saturday 10am-noon, in limited quantities. Roseville is one of only two libraries in the cooperative accepting donations.
- B. John has scanned The Roseville Record from 1926-1928 and the Roseville Senior High School paper, known variously as the Hi-Times and The Chizzle Whizzle, and they will all be available on Montage.

V. SUBURBAN LIBRARY COOPERATIVE

- 1. The SLC is working on a pandemic plan regarding services that the cooperative can provide and changes to SIRSI that can be made, for possible future pandemics.

2. Blue Cloud Mobile Shelf Check is available to purchase to use on the SLC catalog app, which allows for self-checkout in our Library only. It will not allow check out of items with overrides. There may be an issue with security cases. SLC will pay the \$2,500 set-up fee and the Library will pay \$500 annually.
3. SLC will offer a virtual annual breakfast for trustees, employees, and others with a speaker, sometime in December.
4. SLC hopes to increase centralized purchasing with the \$40,000 saved this year because there may be cuts next year.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

- _____1. Benches and other purchases for the South Entrance.
 - A. The Director ordered two Willow benches from Michigan-based Polly Products. The benches are a cedar-colored recycled material, and will include inscriptions from the Eick and Reneau families. Also ordered were a matching trash receptacle and a bat house.
 - B. The Director is working on the purchase of upside-down U-shaped bike racks with the Friends name or logo.
2. Erin Meeting Room furniture.
 - A. Kyle from Library Design is working on an order for Erin and the Youth Room. He is working on two options to be delivered late this year or early next.
3. Building and Grounds.
 - A. Scott Pruzinsky offered to purchase a new sign, and the Director is working on the details.
4. COVID-19 Pandemic and Library Procedures.
 - A. Had three staff members out with COVID symptoms, although none tested positive. It is an issue because of short-staffing.
5. Other.
 - A. Strategic Plan -- On hold.
 - B. Policies -- Received update from Anne Seurynk in March, including photo policy and opinion regarding collection agency.
 - C. Handyman still needed to repair wooden book shelves.
 - D. Personnel: Still under hiring freeze.

VIII. NEW BUSINESS

1. Hotspots.
 - A. Received 14; the Director is working on creating processing procedures, circulation procedures, a usage report, and learning to use the Dashboard.
 - B. The hotspots will be non-holdable and available only to Roseville residents.
2. Virtual Library Cards.
 - A. Waiting on data from RCS.
3. RBdigital and OverDrive.
 - A. OverDrive purchased RBdigital and incorporated their titles on September 10.
 - B. The Library will have RBdigital magazines through the SLC until May, 2021, and also the comics purchased by the Library until May, 2021.
 - C. Hoopla still too expensive.
4. Trustee Position.
 - A. Char Van Marcke agreed to extend her term of service to 7/1/2025.
 - B. Trustee Cara Tonn resigned her position, and this is her last meeting.
5. Union Positions discussion.

Commissioner Wurm made the motion that, having acted upon the agenda, the meeting be adjourned at 7:29 p.m. Commissioner Tonn supported the motion.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Cara Tonn

Next Meeting: Monday, October 12, 2020 at 6:30 p.m. Regular Commission Meeting.