

Roseville Public Library Commission
Regular Meeting -- Remote via Zoom
November 9, 2020
Minutes - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:33 p.m. via Zoom.

Present: Commissioners Sandra Scott, Charlene VanMarcke, Laura Wurm, Mary Ann DeKane, and 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 September 14, 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 MDHHS requires a remote meeting policy.
 - B. Due to staffing and COVID-19 quarantines and increasing cases, the library reduced hours on October 26, 2020 and will reduce hours and services further on November 16, 2020.
 - C. Attorney Anne Seurnyk returned four policies that the director will format and present to the trustees for approval at a future meeting.
 - C.. Donations.
2. Library Programs, Services, and Collections.

- A. 11/10 "Tidying Up: The KonMari Method," 11/11 Friends Meeting, 11/14 "Battle of the Books" with CMPL, 11/17 Virtual Archives Roadshow, 11/17 "Yooper Talk," 11/19 Virtual Trivia Night, 11/19 "Painting with Spheros," -- Take and Makes: 11/12 "Felt Turkey Pins," 11/16 "Snowman Jump Ring Earrings," 11/21 "Pudding Slime," - 11/23 "Coping with COVID Yoga for Children," Virtual Family Storytime Session #2 11/6 - 20, 11/11 "Teen Cooping with Chips," 11/18 Teen Community Service" 12/1 "Santa and Snowmen Ornaments," 12/1 Take and Make Christmas Tree Craft, 12/10 Booked for the Evening
- 3. Library Statistics.
 - A. The people counters on the security gates are failing. I have to investigate hard-wired people counters.
- 4. Budget and Bills.
 - Motion by Commissioner Wurm, supported by Commissioner Scott to accept the Budget and Bills.

MOTION CARRIED UNANIMOUSLY.

V. SUBURBAN LIBRARY COOPERATIVE

- 1. SLC increased centralized purchasing \$2,008.21 for Roseville (and all other libraries received a similar increase based on size) from their savings this year.
- 2. SLC hired a web design company to create a Virtual Library Card website.
- 3. The SLC annual meeting for trustees, representatives and staff will be virtual this year.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

- 1. Erin and Youth Program Room Furniture.

Motion by Commissioner Wurm, supported by Commissioner DeKane to accept the Library Design proposal P-30320 to purchase new tables and chairs for two meeting/program rooms.

MOTION CARRIED UNANIMOUSLY.

2. The library will begin circulating the Wifi hotspots purchased through the CARES grant the week of November 26,2020.
3. Building and Grounds.
 - A. The north doors are broken. Per a quote from Stanley, the cost to repair the doors is \$7,299. Scott Pruzinsky and I will speak to Scott Adkins about paying to repair or replace the doors.
 - B. The Electrician removed the emergency doors form the south entrance since they were not longer needed and installed them on the facia near the sidewalk to the staff entrance. They provide much more light and the sidewalk will be safer.
 - C. The benches, waste receptacle and bat house arrived. The bat house will be installed next spring.
4. Trustee Position.
 - A. I sent a letter to Kristin Sides asking her if she would be interested in applying for the open trustee position. She has not responded.
5. Other.
 - A. The Friends made \$266 on the “under the canopy” outdoor used book sale in October.

VIII. NEW BUSINESS

1. Reopening Plan.

Motion by Commissioner DeKane, supported by Commissioner Wurm to approve the Reopening Plan Policy written by Attorney Anne Seurynk.

MOTION CARRIED UNANIMOUSLY.

2. LocalHop Calendar and Room Booking Software.
3. Other.
 - A. Job Descriptions.

Motion by Commissioner Scott, supported by Commissioner DeKane to approve the updated job descriptions for Assistant Director (variations for Adult and Youth

Services Coordinator) and Adult Services Coordinator and Youth Services Coordinator.

MOTION CARRIED UNANIMOUSLY.

IX. ADJOURNMENT

Commissioner DeKane made the motion that, having acted upon the agenda, the meeting be adjourned at 7:38 p.m. Commissioner Wurm supported the motion.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,

Jacalynn Harvey, Library Director

Next Meeting: Monday, December 14, 2020 at 6:30 p.m. Regular Commission Meeting via Zoom unless in-person meetings approved by the Michigan legislature.