

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

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:32 p.m. via Zoom.

Present: Commissioners Sandra Scott, Charlene VanMarcke, Laura Wurm, Mary Ann DeKane, and Director Jacalynn Harvey.

Recording Secretary: Jacalynn Harvey.

II. DISPOSITION OF MINUTES

Motion by Commissioner DeKane, supported by Commissioner Scott to accept the Minutes of the meeting of November 9, 2020.

MOTION CARRIED UNANIMOUSLY: Commissioner DeKane, Commissioner Scott, Commissioner Wurm, Commissioner VanMarcke.

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. Curbside Pickup is the most popular library service at the moment.
 - B. The library will be closed Dec. 24-26 and Dec. 31-1 for the holidays.
 - C. We will have to update the Commission Bylaws in 2021.
2. Library Programs, Services, and Collections.
 - A. Discussed virtual programs for December 2020.
3. Library Statistics.

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A. Most statistics have gone down since the library reduced hours and services in October and November 2020. Sarah Marsack will promote a digital service each week on social media.

4. Budget and Bills.

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

MOTION CARRIED UNANIMOUSLY: Commissioner DeKane, Commissioner Scott, Commissioner Wurm, Commissioner VanMarcke.

V. SUBURBAN LIBRARY COOPERATIVE

A. Hired Dale Jaslove to create a marketing plan for the cooperative and member libraries as a whole, including a website.

VI. COMMUNICATIONS

None.

VII. UNFINISHED BUSINESS

1. Erin and Youth Program Room Furniture.

A. We chose neutral colors/patterns for the furniture through Library Design.

2. Open Trustee Position.

A. Sent letter to one potential trustee Kristin Sides. No response. Will send a letter to the next potential trustee.

3. Building and Grounds.

A. Have not spoken to Building Maintenance Foreman or City Manager about broken north interior doors.

B. Christmas wreath and lights.

C. Du-All cleaning issues.

D. Electrician replaced the canopy light timer with a new model.

VIII. NEW BUSINESS

1. Staffing and Services Change, January 4, 2021.

A. Will be closed January 2, 2021.

B. Will return to “Stage 3” of the Pandemic Response Levels of Service.

C. Although due to COVID-19 numbers, also due to lack of staff.

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2. “Remote Work Policy During Pandemic.”

- A. This policy is required by MIOSHA. A more detailed policy will be prepared by the labor attorney after the pandemic.

Motion by Commissioner Scott, supported by Commissioner DeKane to approve the “Remote work Policy During Pandemic”.

MOTION CARRIED UNANIMOUSLY: Commissioner DeKane, Commissioner Scott, Commissioner Wurm, Commissioner VanMarcke. .

3. Personnel

- A. Combine two part-time positions into one full-time Community Relations Librarian Position.

Motion by Commissioner DeKane, supported by Commissioner Wurm to approve creating one full-time position with employment contract to replace two part-time positions at the Supervisors Union 1917 Group 1 salary.”

MOTION CARRIED UNANIMOUSLY: Commissioner DeKane, Commissioner Scott, Commissioner Wurm, Commissioner VanMarcke.

- B. Two libraries resigned recently – one to take a full-time job and one to retire. This means we will have four open librarian positions on January 1, 2021.

4. Baker and Taylor “Sustainable Shelves” program.

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: : Commissioner DeKane, Commissioner Scott, Commissioner Wurm, Commissioner VanMarcke.

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Respectfully submitted,

Jacalynn Harvey, Library Director

Next Meeting: Monday, January 11, 2021 at 6:30 p.m. Regular Commission Meeting via Zoom unless in-person meetings approved by the Michigan legislature.