

Roseville Public Library Commission
29777 Gratiot Avenue, Roseville, MI 48066
586-445-5407
Regular Meeting -- Remote via Zoom
February 8, 2021
Minutes – APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:34 p.m. via Zoom.

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

Recording Secretary: Jacalynn Harvey.

II. DISPOSITION OF MINUTES

Motion by Commissioner DeKane, supported by Commissioner Wurm to accept the Minutes of the meeting of January 11, 2021.

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. The library will be closed February 15 in observance of Presidents Day.
2. Library Programs, Services, and Collections.

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- A. Discussed virtual programs for February/March 2021.
 - B. Donations.
3. Library Statistics.
RBDigital magazines and comics were purchased by OverDrive and are now available on OverDrive and the Libby app.
4. Budget and Bills
The Revenue and Expense Report ending January 31, 2021 will be presented at the March 2021 meeting for acceptance. The library's budget for fiscal year 2021/22 is due mid-February.

Motion by Commissioner Scott, supported by Commissioner DeKane to accept the the Disbursement Report and the centralized purchasing document.

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

V. SUBURBAN LIBRARY COOPERATIVE

VI. COMMUNICATIONS

VII. UNFINISHED BUSINESS

- 1. Erin Meeting Room furniture.
Arrived on February 5.
- 2. Trustee Position.
Introduction of Trustee applicant Nina Lineberger.
- 3. Personnel.
Currently open: (Supervisors Union Local 1917) Assistant Director position posted internally with applications due February 9. Still no contract or approved job description for the full-time librarian's position.
- 4. North Entrance.
Per agreement with City, will remain permanently close due to the problems with the building design, leaky drop boxes and the expense of repair or replacing the broken interior doors. Double doors to City Hall will remain open when both the library and the City are open for the convenience of residents.

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VIII. NEW BUSINESS

1. Revised Volunteer Policy and Application – Presented. Will make additional changes for the March 2021 meeting.
2. Workshops – Trustees and director will attend the Trustee Training 101 and 102 workshops on March 10 and March 17; Director and Tracy Wilson will attend the Millage Law Workshop on February 17; Director will attend the Human Resources workshop on April 21.
3. Pandemic Response Level goes to stage 4 with 30% capacity, 2 hour maximum visit, computer, browsing, limited hours, curbside and virtual programs beginning February 22, 2021.

IX. ADJOURNMENT

Commissioner Wurm made the motion that, having acted upon the agenda, the meeting be adjourned at 7:50PM. Commissioner DeKane supported the motion.

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

Respectfully submitted,

Jacalynn Harvey, Library Director

Next Meeting: Monday, March 8, 2021 at 6:30 p.m. Regular Commission Meeting via Zoom unless in-person meetings approved by the Michigan Department of Health and Human Services.