

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
ERIN AUDITORIUM
MAY10, 2021
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:31PM.

Present: Chairman Charlene VanMarcke, Secretary Nina Lineberger, Vice Chair Sandra Scott, Trustee Mary Ann DeKane, Trustee Laura Wurm, and Director Jacalynn Harvey.

II. DISPOSITION OF MINUTES

Motion by Commissioner Dekane, supported by Commissioner Wurm, to accept the Minutes of the meeting of April 12, 2021.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES, Commissioner Lineberger - YES.

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 welcome 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 and Donations Report

- A. Summer hours begin on May 24, 2021: Monday thru Thursday 9:00AM - 8:00PM, Friday 9:00AM - 5:00PM, closed Saturday.
- B. The Library will be closed May 31, 2021 in observance of Memorial Day.
- C. The Library Commission will not meet in June or July per Commission by-laws. Meetings resume in August 2021.
- D. The Library will continue to offer curbside pickup for books, though the signage has been taken down.
- E. Director Harvey donated three books to the library: *What Will You Dream of Tonight?* In honor of Jim Harvey, *Every Night is Pizza Night* in honor of Deanna Hoisington, and *There is a Rainbow* in memory of Bill Hoisington.

2. Library Programs, Services, and Collections

- A. Summer Reading Challenge begins June 21 for all ages. This year's theme is Tales & Tails.
- B. The library intends to collaborate with the Rec Authority for outdoor programs, including a Birds of Prey presentation. Will also be focusing on more outdoor crafts/activities on Library grounds as well.
- C. The City of Roseville purchased a new automated payroll/benefits system after a long trial period. Director Harvey received the initial training on May 7, and is looking forward to the ease this program will bring to the process.

3. Library Statistics

4. Budget and Bills

Commissioner DeKane motioned to accept bills. Supported by Commissioner Scott.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES, Commissioner Lineberger - YES.

MOTION CARRIED UNANIMOUSLY.

V. SUBURBAN LIBRARY COOPERATIVE

1. Fraser Library will be sponsoring a grant application for home delivery of materials to eligible patrons by each library in the cooperative. Due to slowdowns at the Post Office, funding would potentially be for a delivery van for drop offs.

VI. COMMUNICATIONS

VII. UNFINISHED BUSINESS

1. Personnel
 - A. New clerk Amanda (Mandee) Maola has started.
 - B. Nora Montgomery was hired for a part time position and is beginning to design an outreach program for seniors.
 - C. Tracy Malek was hired for a part time position in both adult and youth services. She will be going into schools for Library promotions.
 - D. Two employees have left employment with the Library.
 - E. Still looking for a Youth Services Coordinator. The job will be reposted in the Summer.
2. Revised Volunteer Procedure

Commissioner Scott motioned to withdraw the Teen Volunteer Policy and replace it with the Teen Volunteer Procedure. Commissioner Wurm supported the motion.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES, Commissioner Lineberger - YES.

MOTION CARRIED UNANIMOUSLY.

3. FOIA Policy and Documents to review.

Commissioners were given copies of the new FOIA policy to review for discussion and possible approval at the August meeting.

4. Building and Grounds

- A. New Bike racks were installed, paid for by the Friends of the Library.
- B. Damaged paint on awning has been repaired.
- C. LSI completed spring cleaning landscaping with mulch and an extension of one garden bed.
- D. Contracted Abel Electronics to extend the PA system wiring so that the PA system case could be moved from the Youth Office to the staff work area.
- E. Still to be done: bat house needs to be hung, door needs to be painted, and certain light poles need to come down.

VIII. NEW BUSINESS

1. Library Trustee Appointment

Trustee Nina Lineberger's term is up for renewal to July 1, 2026.

Commissioner DeKane motioned to recommend Commissioner Lineberger to the Mayor and City Council for approval of a renewed term.

Commissioner Wurn supported the motion.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES.

MOTION CARRIED UNANIMOUSLY.

2. Policies To Review

Commissioners received copies of updated policies to review for discussion at the August meeting: Patron Behavior Policy and Gift and Donation Policy.

3. The Library would like to offer more locations for new employee health screening so as to be more flexible with job candidates living farther away.

IX. ADJOURNMENT

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

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES, Commissioner Lineberger - YES.

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Nina Lineberger, Secretary

Next Meeting: Monday, August 9, 2021 at 6:30PM in ~~Erin Meeting Room.~~
Commission Conference Room.

