

ROSEVILLE PUBLIC LIBRARY  
29777 GRATIOT AVE, ROSEVILLE, MI 48066  
586-445-5407  
REGULAR MEETING - COMMISSION CONFERENCE ROOM  
AUGUST 9, 2021  
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:27PM.

**ROLL CALL:** Chairman Charlene VanMarcke - HERE, Trustee Laura Wurm - HERE, Vice Chair Sandra Scott - HERE, Assistant Director Tracy Wilson - HERE, Director Jacalynn Harvey - HERE, Secretary Nina Lineberger - HERE, and Trustee Mary Ann DeKane - HERE.

II. DISPOSITION OF MINUTES

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Motion by Commissioner Lineberger, supported by Commissioner Scott to accept the Minutes of the meeting of May 10, 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.

## V. REPORT OF COMMITTEES OR THE DIRECTOR

### 1. Director's Report:

- a. The Library will be closed September 6 for Labor Day.
- b. September through May hours begin Tuesday, September 7.
- c. Director Harvey will be on vacation from Tuesday, September 7 through Wednesday, September 22. Assistant Director Tracy Wilson will attend the September 13 Library Commission Meeting in her stead.
- d. The Friends of the Library will have their annual quarterly meeting on Wednesday, August 11. Their biannual used book sale will be held the week of October 11. They may reduce their sales days from 3 to 2.
- e. Conferences and Workshops: Director Harvey attended "First Amendments Audits" webinar. Nora Montgomery will attend virtual "11th National Conference of African American Librarians" and virtual "Services and Resources for Seniors."

### 2. Donations Report

### 3. Library Statistics

- a. Circulation is increasing.
- b. In-library internet/computer use is the same, though wi-fi use has increased.
- c. Library will soon be doing an annual purge of cards that have been inactive for 3 years.

### 4. Library Programs, Services, and Collections

- a. The Director now attends the first City Council meeting of the month to promote the library. It is now an item on the Council's agenda.
- b. The Archivist applied for a Library of Michigan Improving Access to Information Grant, which is a federal grant. Funds tentatively would

go towards new catalog software for the archive as well as interns to help with digitizing materials.

- c. The CARES Grant that was used to purchase and pay the monthly fee for 14 WiFi hotspots ends in August.
- d. Materials by Mail stats. Patrons enrolled in this program can only check out Roseville materials, however their due dates are extended to 4 weeks to allow for mailing time.
- e. The Library hopes to soon get a strategic plan for a new/updated website. New site will be ADA compliant.

## 5. Budget and Bills

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

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

**MOTION CARRIED UNANIMOUSLY.**

## 6. Other

### VI. SUBURBAN LIBRARY COOPERATIVE

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### VII. COMMUNICATIONS

### VIII. UNFINISHED BUSINESS

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#### 1. Personnel

#### 2. FOIA Policy and Documents to Review

Commissioner Scott made a motion to accept the FOIA policy and documents. 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. Policies to Review

Commissioner DeKane motioned to accept the revised Patron Behavior Policy. 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.**

Commissioner Lineberger motioned to accept the Children and Vulnerable Adults in the Library Policy. 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.**

Commissioner Scott motioned to accept the Library Violations Enforcement Policy. 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.**

Commissioner Lineberger motioned to delete the Distributions and Display of Non-Library Materials Policy. 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.**

Commissioner Wurm motioned to delete the Poster and Leaflet Distribution policy. Commissioner Lineberger supported the motion.

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

**MOTION CARRIED UNANIMOUSLY.**

Commissioner Scott voted to delete the Ticket Distribution Policy. 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.**

Commissioner DeKane motioned to delete the Videotaping Policy. Commissioner Lineberger supported the motion.

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

**MOTION CARRIED UNANIMOUSLY.**

Commissioner Lineberger motioned to accept the Gift and Donation Policy with changes. 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.**

#### 4. Building and Grounds

- a. A pipe burst in the basement on July 9. Nothing irreplaceable was lost by the Library. The Friends of the Library unfortunately lost many books that were intended for their book sale.

### IX. NEW BUSINESS

1. The Roseville Historical and Genealogical Society will no longer be allowed to store things with the Library. They have collected the items they would like to keep and the Archivist will absorb anything left behind.
2. “How to Run and Public Meeting” webinar.  
Proposed minutes must be posted online and in the lobby before they are approved in the next meeting.
3. Staff Development Day.  
Possibly on Thursday, November 4. Discussion tabled until next meeting.
4. American Rescue Act Funding Grant  
The City of Roseville received over \$7 million in grant funding, including over \$30,000.00 for “brick and mortar” projects in the Library to be used by 2024. Controller John Walters has indicated that the amount may be higher. Funds would likely go towards a new group study room or a creator’s space.
5. Tree Lighting Ceremony  
The library would like to be more involved in the festivities like they were in 2019, before the pandemic began.

Commissioner DeKane motioned to tentatively close the library for Tree Lighting activities at 1:00PM on Thursday, December 3. Commissioner Lineberger supported the motion.

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

**MOTION CARRIED UNANIMOUSLY.**

6. Sponsoring Individual Schools

Commissioner Wurm motioned that the Library will not financially sponsor individual schools or school-related organizations. 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.**

#### 7. Minors Turning 18 Years of Age

Commissioner Lineberger motioned that minors turning 18 years of age shall no longer be held financially responsible for bills attached to Roseville material. These fees will be dissolved. Commissioner Scott supported the motion.

**ROLL CALL VOTE:** Commissioner VanMarcke - YES, Commissioner Scott - YES, Commissioner DeKane - YES, Commissioner Wurm - YES, Commissioner Lineberger - YES.  
**MOTION CARRIED UNANIMOUSLY.**

#### X. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held Monday, September 13, 2021 at 6:30PM in the Commission Conference Room.

#### XI. ADJOURNMENT

Commissioner DeKane made the motion that, having acted upon the agenda, the meeting be adjourned at 8:28PM. 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.**

Respectfully Submitted,  
Nina Lineberger, Secretary