

ROSEVILLE PUBLIC LIBRARY  
29777 GRATIOT AVE, ROSEVILLE, MI 48066  
586-445-5407  
REGULAR MEETING - ERIN AUDITORIUM  
DECEMBER 13, 2021  
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:30PM.

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

II. CALL FOR AGENDA APPROVAL OR CHANGE

Motion by Commissioner Wurm to approve agenda. Motion seconded by Commissioner Scott.

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

III. DISPOSITION OF MINUTES

Motion by Commissioner Lineberger to approve the minutes to approve the Minutes of the meeting of November 8, 2021. Motion seconded by Commissioner Wurm.

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

#### IV. 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 December 23-26 and December 30-January 2.
- b. There is a minimum wage increase in Michigan on January 1, 2022. It is going up to \$9.87/hour. This will not affect any library staff as they make \$12.00/hour minimum.
- c. Half of the computer order arrived, primarily for the public area and a few staff computers. They will be installed on December 15. The library orders new computers every 4 years to make sure there are warranties on all devices.
- d. The Friends of the Library donated money for a free paperback for kids at the Roseville Christmas tree lighting. 100 out of 300 books were given away.
- e. FosterSwift, the library attorney, has sent their annual rate increase letter. It will be going up to \$225.00/hour, effective 02/01/2022. They mostly handle labor and policy issues for us.
- f. An upset resident has reported the library to the state for locking the front door permanently.

##### 2. Donations Report

### 3. Library Statistics

- a. Everything is up but programs. More people in the building.

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

- a. Director Harvey has begun asking full time staff for monthly memos detailing notable library updates. These include:
  - b. Nora Montgomery attended an ALA webinar on Transforming Senior Services and Outreach. Jason Novetsky and Tracy Wilson attended a Library of Michigan webinar on the Law and Virtual Programming.
  - c. Librarians are finalizing plans for January - April programming. Some upcoming programs include an open craft night, a vegetable gardening program, a small monthly computer class, and a winter reading program that would start January 17 and run six weeks.
  - d. With the addition of four new clerical staff, the Circulation Department has been able to resume several projects: removing redundant information from cardholder accounts to free up space in shared database and digitizing library card applications dating from 2000 - 2015.
  - e. There is a new Jane Austen display located near the main entrance and the library has been decorated for the holiday season.
  - f. November was the Roseville Public Library and Shelby Township's turn to handle Overdrive support.
  - g. The library is doing some Elf on the Shelf Facebook posts and discussing how to make social media posts more interesting/eye-catching.
  - h. Jason Novetsky has reached out to RCS to find ways to share information with the high school via morning announcements, the school paper, etc.
  - i. Amanda Pfister attended the Storytimes for Everyone webinar.

### 5. Budget and Bills

The library is slightly over-budget on supplies and postage.

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

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

## **MOTION CARRIED UNANIMOUSLY.**

### **VI. SUBURBAN LIBRARY COOPERATIVE**

- a. The library is going to apply for a grant through the co-op for \$1000.00 for early literacy kits.
- b. More and more libraries are going towards independence. The library is looking into managing its own investment pool.

### **VII. COMMUNICATIONS**

No Communications.

### **VIII. UNFINISHED BUSINESS**

1. Personnel
  - a. The three newest clerks are doing well.
  - b. The posting to replace the youth services intern was sent to the City Manager's office to be posted online. In the meantime, Tracy Wilson is assisting with covering both the adult and youth areas.
  - c. The library will need to visit hourly wages during the budget prep period.
2. Building and Grounds
  - a. The bases of the columns under the canopy have been repaired and painted.
  - b. A new bike rack has been ordered.
  - c. The entrance to the library has been decorated with porch pots, a wreath, and Christmas lights.
3. Collection Development Policy and Request for Reconsideration Form
  - a. Proposed policy has been sent to Anne Seurnyk as of November 15 with no contact yet.
  - b. Director Harvey is checking lists regarding book challenges from the Library of Michigan.

#### 4. STEM Kits/Grant Application

- a. The library is applying for a \$2000.00 grant from IEEE (Institute of Electrical and Electronics Engineers) for STEM kits. The grant wants to prioritize libraries that have never had the kits before. Director Harvey would like to start out with STEM kits and then branch out into other topics, such as parenting.

### IX. NEW BUSINESS

1. The library has applied for the MI-83 Technology, Libraries, and Communities grant. We should hear back by the end of December. The grant would include chromebooks and tablets to be used for the public, monies for electronic/virtual outreach, and an outdoor tent.
2. Director Harvey met online with Pam Seabolt from MCLS on November 30 to talk about a strategic plan quote for the library. She will have the quote by January 1. It would be in the ballpark of \$14,000-\$35000. Director Harvey stressed budget and a difficulty in getting members of the public to participate.
3. Gift and Donations Policy

Commissioner Scott made a motion to accept the Gift and Donation Policy. Commissioner Wurm supported the motion.

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

4. Director Harvey has been researching the option of eliminating fines. She would like to prepare a report and explore this in February 2022.

### X. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held on January 10, 2022 at 6:30PM in the Erin Meeting Room.

## XI. ADJOURNMENT

Commissioner Lineberer made the motion that, having acted upon the agenda, the meeting be adjourned at 7:44PM. Commissioner Wurm supported the motion.

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

Respectfully Submitted,  
Nina Lineberger, Secretary