

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ERIN AUDITORIUM
FEBRUARY 14, 2022
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:29PM.

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 - HERE.

II. CALL FOR AGENDA APPROVAL OR CHANGE

Motion by Commissioner Lineberger to approve agenda. Motion seconded by Commissioner DeKane.

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

MOTION CARRIED UNANIMOUSLY.

III. DISPOSITION OF MINUTES

Motion by Commissioner Wurm to approve the minutes to approve the Minutes of the meeting of January 10, 2022. Motion seconded by Commissioner Scott.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger - YES, Commissioner Wurm - YES, Commissioner Scott- YES, Commissioner DeKane - 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 received another First Amendment Audit. Two men with video cameras came into the library.

2. Donations Report

3. Library Statistics

- a. Statistics are up, particularly on Saturdays. Lots of families are coming in.

4. Library Programs, Services, and Collections

- a. Video games are now holdable for RSV residents.
- b. The library received 55 books from the early literacy grant through the SLC.
- c. Trivia night on February 24th is booked full.
- d. The Mad Hatter Tea Party had a 70% attendance rate - the families who attended it really enjoyed it.

- e. The Winter Reading Challenge concludes at the end of February.
- f. The library will be applying for a private grant for more science kits.
- g. Librarians attended a webinar on library signage with a focus on accessibility.
- h. We are seeing lots of families come into the library to obtain cards for their children after classroom visits from librarians. Many visits have been made.

5. Budget and Bills

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

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

MOTION CARRIED UNANIMOUSLY.

6. Other

- a. The library bought a button maker plus a starting kit for \$600.00.
- b. Director Harvey made a TCF Bank account to be able to use their coin sorters. The library then bought its own coin sorter for \$220.00.

VI. SUBURBAN LIBRARY COOPERATIVE

- 1. Librarians attended a webinar for integrated tech for multi library systems. It will either be Circe or Polaris. Director Harvey is so far favoring Polaris.
- 2. The Co-op director wants to go from a part time position to a full time position.

VII. COMMUNICATIONS

None.

VIII. UNFINISHED BUSINESS

1. Personnel
 - a. Director Harvey posted a position for a part time youth intern and did not receive any viable applications.
 - b. A part time adult services position will be posted next month.
2. Building and Grounds
3. Collection Development Policy and Request for Reconsideration Form
 - a. The updated policy has not been received yet.
4. Friends By-Laws
 - a. Received notes from Attorney Tim Tomlinson on 02/08/2022. The Friends will be voting on the new by-laws at their next meeting.
5. Grant Applications
 - a. The library will receive a speaker, a microphone, and a canopy from the MI-83 grant.
 - b. The library expects to hear back from IEEE in March.
 - c. The librarians are applying for a literacy kit grant being administered by the Library of Michigan with LSTA funds.
6. Strategic Plan Proposal Quote from MCLS
 - a. Total cost will not exceed \$14.5k.

Motion by Commissioner DeKane to approve the quote from MCLS for the Strategic Plan. Motion supported by Commissioner Scott.

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

MOTION CARRIED UNANIMOUSLY.

7. Fines Elimination Exploration
 - a. A meeting to explore data was rescheduled due to the library closing for inclement weather. There is a positive outlook that fines will be eliminated.
8. Claim filed to the Michigan Department of Civil Rights
 - a. The library has heard nothing to date.

IX. NEW BUSINESS

1. Fiscal Year 2022 Budget Documents
 - a. Documents were due 02/11/2022 and were turned in on time.
 - b. There will be a focus on saving for renovations.
2. Updated Part -Time Employee Pay scale
 - a. The first increase was on 07/01/2021. The library cannot offer benefits. Director Harvey is requesting a 7% pay increase for part-time employees, citing that it is difficult to retain employees and compete with other libraries without doing so.

Commissioner Lineberger made a motion to approve the recommended part-time pay scale increase based on budget approval. Commissioner DeKane supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

3. Other
 - a. Unique Management Collection Agency, the company the library uses to manage collection of library fines and fees, is increasing their price per collection from \$8.95 to \$10.30. The library receives less than ever in fines now that books are automatically renewed 2 times - under \$4k a year. Approximately \$26k in fees have been paid to Unique Management since the library began working with

them. It is felt that this money would be better spent on library materials and programs.

Commissioner Scott made a motion to discontinue service from Unique Management. Commissioner DeKane supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

4. Staff Development Day

Commissioner DeKane made a motion to discontinue service from Unique Management. Commissioner Lineberger supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

5. Patron Behavior Issue

- a. A patron was not allowed to continue use of the library study rooms due to a pervasive odor of marijuana. It was explained to the library patron that the issue was not what odor was, but the fact that any strong odor which renders the room unusable afterwards (for example: cologne, cigarette smoke, body odor, etc.) is not allowed.

X. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held on March 14, 2022 in the Erin Meeting Room.

XI. ADJOURNMENT

Commissioner Lineberger made the motion that, having acted upon the agenda, the meeting be adjourned at 8:03PM. Commissioner Wurm supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Nina Lineberger, Secretary