

ROSEVILLE PUBLIC LIBRARY  
29777 GRATIOT AVE, ROSEVILLE, MI 48066  
586-445-5407  
REGULAR MEETING - ERIN AUDITORIUM  
MARCH 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 Scott to approve agenda. Motion seconded by Commissioner Wurm.

**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 DeKane to approve the minutes to approve the minutes of the meeting of March 14, 2022. Motion seconded by Commissioner Lineberger.

**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. Half of the order of public computers has arrived and are now in use. Still waiting on staff computers. Per Chris from SLC, they should be coming at the end of March. Computers were ordered last year. There are concerns about the warranties expiring before we receive them.
- b. Many class visits by librarians.
- c. Staff Development Day went well. The library had a guest speaker from Macomb County Community Mental Health. The promotions employee from Reach and Excel Academies asked to possibly sponsor some children's activities, like Take and Makes.

2. Donations Report

3. Library Statistics

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

- a. The library newsletter is switching to quarterly releases.
- b. The library must change the way it promotes movies per its license: no titles or copy-righted images in certain formats. Looking for post boards in local businesses to post library promotional materials.
- c. Several librarians attended the Oceans of Possibilities Summer Reading Webinar. Expect the library to be ocean themed shortly.
- d. Tracy attended a Public Library Financial Management and a Project Outcome webinar.
- e. Rachel attended a series of digitization webinars from MLA.
- f. Tracy and Jason attended a webinar on policies for posting to social media.
- g. Westerns are being re-catalogued, cleaned up, and moved to the fiction shelves.
- h. The PBS Kids app was added to library tablets.
- i. A new public fax machine was installed.
- j. 63% of those who signed up for the Winter Reading Program finished it.

#### 5. Budget and Bills

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, Commissioner DeKane - YES.

**MOTION CARRIED UNANIMOUSLY.**

#### 6. Other

### VI. SUBURBAN LIBRARY COOPERATIVE

1. The current Co-op director, Tammy T., is returning to her full time position as Director of the Sterling Heights Library. There is now a search for someone to fill the position she is leaving.

## VII. COMMUNICATIONS

1. The library received a letter from Governor Gretchen Whitmer acknowledging March is Reading Month.

## VIII. UNFINISHED BUSINESS

### 1. Personnel

- a. Received few acceptable resumes for the Part Time Youth Services Intern, Part Time Youth Services Librarian, and Part Time Library Clerk I. positions.
- b. Sterling Heights Library is contracting out phone reference services to Unique Management due to staffing issues. This is the company that used to handle our collections.
- c. Director Harvey is interviewing a former part time librarian and setting up an interview with a part time clerk this week.
- d. The clerical position was posted on social media.

### 2. Building and Grounds

- a. Bike rack has not yet been replaced.
- b. Library signage was taken off the north side of the building to prevent the public from thinking this is still an entrance into the library.
- c. The city is going out for bids on a new cleaning company. Purchasing Director Van Damme does not expect many bids due to low pay and staffing issues.

### 3. Collection Development Policy and Request for Reconsideration Form

- a. Trustees have been given a copy of the form to go over and vote on at the next board meeting.

### 4. Grant Applications

- a. Received two grants: the SLC Early Literacy and MI-83 Technology.
  - b. Received five new chromebooks and must download software to be compliant with CIPA.
  - c. Waiting to hear back about the IEEE STEM Kits grant and the LSTA Public Library Services Grant for early literacy kits.
5. Strategic Plan Proposal Quote from MCLS
- a. We are still waiting to get a date, it is anticipated to be in late Spring or early Summer.
6. Fines Elimination Exploration
- a. Reports and other relevant documents will be presented at the April board meeting for discussion.
7. Claim Filed with Michigan Department of Civil Rights
- a. No notifications yet.
8. Fiscal Year 2022 Budget Documents
- a. Waiting on John Walters, City Controller, to get final numbers on property taxes so that the draft can be updated.

IX. UNFINISHED BUSINESS

1. CFSEM Annual Grants Managements

Commissioner DeKane motioned to reinvest the full distribution. 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.**

2. Shirley Bruursema

- a. Board member of the Kent district library, Shirley Bruursema, has offered to speak to the trustee board and/or Friends Board. She is an authority on library boards, Friends groups, and millages.

Commissioner Lineberger motioned to invite Shirley Bruursema to speak to the trustees and/or Friends. Supported by Commissioner DeKane.

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

**MOTION CARRIED UNANIMOUSLY.**

3. Integrated Library System Bids/Changes
  - a. Every 10 years, the library must open bids for a new integrated library system. This includes the current system: SirsiDynix Symphony and Enterprise. Four webinars were attended.
4. Other

X. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held on April 11, 2022 in the Erin Meeting Room or Commission Conference Room.

XI. ADJOURNMENT

Commissioner DeKane made the motion that, having acted upon the agenda, the meeting be adjourned at 7:52 PM. 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

