

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ERIN AUDITORIUM
APRIL 11, 2022
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:26PM.

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.

II. CALL FOR AGENDA APPROVAL OR CHANGE

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

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 Wurm to approve the minutes to approve the minutes of the meeting of March 14, 2022. Motion seconded by Commissioner Scott.

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. There will be a Red Cross blood drive in the Erin Meeting Room on May 12, 2022, 12:30-6:30PM.
- b. Director Harvey attended an Annual City Council Meeting on March 22nd. All department heads were there, so it was a long and information filled meeting.
- c. Director Harvey attended four weekly millage webinars.
- d. Library staff continue to use and learn the new NovaTime payroll system.

2. Donations Report

- a. Three books were donated.

3. Library Statistics

- a. Tutor.com continues to get little use.
- b. Use of Ancestry.com is up. They have recently released 1950 census data.
- c. Gate count is up.

4. Library Programs, Services, and Collections

- a. Youth librarians are putting together Early Reading kits and STEM kits for children. There is thought being put into naming the kits with words with positive connotations that everyone understands. “Literacy” was recently noted to have a negative connotation among the public. Librarians are also working on locating containers, as well as shelves and cabinets for the kits plus their supplies.
- b. Adult Outreach librarian is accumulating items for the “Library of Things.”
- c. Technology programs have been going very well.
- d. Film tutorials on various subjects have been filmed for the library’s Youtube channel.
- e. Take and make kits continue to be very popular. They include things like crafts and cooking.
- f. Trivia on April 14th is at half capacity.
- g. Library staff are familiarizing themselves with the new reading program software, ReadSquared.
- h. The library is putting together goodie baskets for middle and high school teachers as part of Teacher Appreciation Week. They will be handed out on May 2nd. Hopeful that this will also publicize libraries and the Virtual Library Card program.
- i. The library is still getting invitations for elementary school visits. All schools have been visited except Dort Elementary. These visits are very successful and we continue to see families getting cards as a direct result of these visits.

5. Budget and Bills

- a. The annual budget is nearing approval. Library is over budget.
- b. Cannot afford another full time clerk, but raises for part time employees are still prioritized.
- c. Saving for the reserved fund stalls but the unreserved fund is still firm at 20% of budget.
- d. Divided promotion and print accounts for better control by department.
- e. Asked for two new accounts for youth and adult “Library of Things.”

- f. Smaller millage percentage due to Headly and Prop A, advised by City Controller that this will get worse in the next few years.

Commissioner Lineberger made a motion to accept the monthly bills .
Commissioner Wurm supported this motion.

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

MOTION CARRIED UNANIMOUSLY.

Commissioner Scott made a motion to accept the official 2022/23 Library Budget presented to the City Council. Commissioner Lineberger supported this motion.

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

MOTION CARRIED UNANIMOUSLY.

6. Other

VI. SUBURBAN LIBRARY COOPERATIVE

1. The meeting on April 14th is when the new integrated library system will be chosen

VII. COMMUNICATIONS

VIII. UNFINISHED BUSINESS

1. Personnel
 - a. Nora Montgomery resigned for family reasons as of March 28th. May come back to sub occasionally.
 - b. Librarian Leigh Romano hired. She worked at the library 11 years ago.

- c. New youth intern, Terren Allen, is being trained. Will be graduating soon.
2. Building and Grounds
 - a. Director Harvey called for a quote for a new bike rack. One of three was damaged last Summer by contractors working on replacing cement. The check to pay for the new rack is on its way.
 - b. Landscapers will be adding new mulch and replacing several plants that did not survive the Winter.
 3. Collection Development Policy and Request for Reconsideration Form
 - a. The formatted policy will be available at the May meeting.
 4. Grant Applications
 - a. The library did not receive the EIII Science Kit Grant. The application was reviewed and passed, but there were too many grant applicants and only 20 grants were awarded.
 5. Fines Elimination Proposal
 - a. Director Harvey prepared a folder of statistical and anecdotal information and articles for trustees to review.
 - b. Vote expected at the May meeting.
 6. Other
 - a. Half of the 2021 computer order still has not been received. This includes the All-in-One computers for the staff area,
 - b. It is almost time for a new computer order and the same problems are expected to be had this time.

IX. NEW BUSINESS

1. Shirley Bruursema
 - a. Shirley Bruursema agreed to a Zoom meeting with Roseville Library trustees one of three Mondays at 6:30PM: June 6th, July 11th, or August 15th.

Commissioner Wurn made a motion to approve a Zoom meeting with Shirley Bruursema June 6th at 6:30PM. Commissioner Lineberger supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

2. Self Checkout
 - a. Using the SLC app, mobile checkout is now available to Roseville cardholders in good standing when checking out Roseville materials.
 - b. Setup involved a few hitches, but it is expected to be popular.

3. Friends of the Library
 - a. There has been difficulty in getting volunteers for the used book sale, especially setup and teardown.
 - b. Three of five board members volunteered. A Mailchimp request was sent out for more volunteers. The library may have to take over used books sales if volunteers continue to be scarce.
 - c. Friends Trustee Theresa Dearhamer wants to resign. A new treasurer needs to be found and possibly other board members.

4. Other
 - a. Westerns have been re-catalogued and added to the fiction section.

X. ANNOUNCEMENT OF NEXT MEETING

The next Library Board meeting will take place on May 9, 2022 at 6:30PM in the Erin Meeting Room or Commission Conference Room.

XI. ADJOURNMENT

Commissioner Lineberger made the motion that, having acted upon the agenda, the meeting be adjourned at 7:58 PM. Commissioner Scott 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