

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ERIN AUDITORIUM
AUGUST 8, 2022
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, Secretary Nina Lineberger - HERE, and Trustee Mary Ann DeKane - HERE, Director Jacalynn Harvey - HERE.

II. CALL FOR AGENDA APPROVAL OR CHANGE

Motion by Commissioner DeKane to approve agenda. 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.

III. DISPOSITION OF MINUTES

Motion by Commissioner Scott to approve the minutes to approve the minutes of the meeting of May 9, 2022. 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.

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 first Strategic Planning Retreat was completed on 7/26/22. Plan should be ready in mid-October.
- b. The library will be closed 8/26/22 for Staff Development Day for Operational Retreat and staff meeting.
- c. Amanda Pfister and Director Harvey attended Community Night Out on 8/4/22 at Veteran's Memorial Park. They set up a booth and informed residents of programs the Library has available. Plans in place to attend next year as well.

2. Donations Report

- a. Thirty-four books and a number of Adult Curiosity Kits were donated to the Library.

3. Library Statistics

- a. More people are physically in the Library, though checkout numbers are down.

4. Library Programs, Services, and Collections

- a. The processing of $\frac{1}{3}$ of the Ready to Read Kits have been completed with $\frac{2}{3}$ to go.
- b. STEM Kits and Adult Curiosity Kits are being prepared for processing. These include things like telescopes, solar system science, mahjong, a metal detector, ukuleles, and a record player.
- c. One box of Senior Living Large Print books are being prepared for American House.

5. Budget and Bills

- a. Centralized Purchasing is at approximately \$50,000.00.
- b. Director Harvey has given librarians more control over their budget for programs and supplies.

Commissioner Wurm made a motion to accept the monthly bills.
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.

6. Other

VI. SUBURBAN LIBRARY COOPERATIVE

1. The shift to the new computer database, Polaris, will begin soon.
2. The library purchased Burgeon activity boards, of which the co-op was able to help reduce shipping costs.
 - a. Boards will be made of wood and easy to clean. They can be put up against walls or on the end caps of book shelves.

VII. COMMUNICATIONS

VIII. UNFINISHED BUSINESS

1. Personnel

- a. By the end of August, 6 clerks and 1 librarian will have resigned. There are problems hiring, both in getting good people to apply and hiring good employees.
- b. One clerk may be replaced in August.
- c. On average, there is one employee out with COVID every 1-2 weeks.
- d. Changed budget for part-time employees to reflect 50 weeks of work instead of 52 weeks since the Library always spends less on part-time employees due to turnover, vacations, sick leave, etc.

Director Harvey requested to eliminate one of the two part-time clerical positions currently open and create a full-time clerical position.

Commissioner DeKane made a motion to post a position for one full-time clerk using an employment agreement. Commissioner Linerberger supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

2. Building and Grounds

- a. Trying to get the light poles next to the canopy removed.
- b. Painting letters on soffit still on the list.
- c. No one has been available to weed gardens.
- d. Six hand dryers in the public restrooms have been replaced.

3. Collection Development Policy and Request for Reconsideration Form
 - a. New form available from the attorney for review.
 - b. Will be voted on at the next meeting.

4. Grant Applications
 - a. Will be tying up several grant applications from August to October.
 - b. Chromebooks from previous grant have been hard to set up and the canopy is already broken.

5. Fines Elimination Proposal
 - a. A banner has been purchased to heavily promote the change in policy.
 - b. The Library is the 5th in the co-op and 4th in Macomb county to go fine free.

6. Circulation Policy Revision
 - a. Revisions needed due to new materials, Polaris changes, and elimination of fines.
 - b. Will be voted on at the next meeting.

IX. NEW BUSINESS

1. Polaris
 - a. Still waiting on start dates for shutting down SirsiDynix and beginning to use Polaris.
 - b. Much will change due to this switch, including reports and credit/debit payments.
 - c. There may be no holds in September as the old system is turned off and the new one turned on.

2. Patron Behavior Issues
 - a. A family had to be barred from the library for 30 days due to harassment over the phone. Calls were so frequent that staff were unable to get other work done.

3. Trustee Round Table
 - a. Commissioner DeKane attended a Trustee Round Table.

- b. She came back with a lot of literature on the ways a trustee can serve their library.

X. ANNOUNCEMENT OF NEXT MEETING

September 12, 2022 at 6:30PM in the Commission Conference Room or Erin Auditorium.

XI. ADJOURNMENT

Commissioner DeKane made the motion that, having acted upon the agenda, the meeting be adjourned at 7:56 PM. Commissioner Scott 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