

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - COMMISSION CONFERENCE ROOM
SEPTEMBER 12, 2022
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:31PM.

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 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 of the meeting of August 8,, 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. Staff has been working hard on the Polaris move.
- b. Online news letter was sent at the end of August.
- c. Friends of the Library agreed to have a continuous used books sale in the Michigan History Room. Shelving will be added from the basement with the help of Building Maintenance.
- d. On 8/26/22, the last Strategic Planning Meeting was completed. This was also Staff Development Day.

2. Donations Report

3. Library Statistics

- a. Current stats compared to this time last year have improved.

4. Library Programs, Services, and Collections
 - a. Ready to Read kits are popular and circulating well.
 - b. STEM kits are in the final processing stage.
 - c. Summer Reading stats improved for all ages. Over 50% of kids, teens, and adults finished the program.
 - d. Looking into more combined teen/tween programs.
 - e. Director Harvey attended a department head meeting led by the Mayor.
 - f. Book challenges are on the rise locally. Some library books were found hidden on top of the tall non-fiction shelves.

5. Budget and Bills

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

6. Other

VI. SUBURBAN LIBRARY COOPERATIVE

1. The Burgeon early lit activity boards should arrive in October. There was a supply side issue.
2. There will be an increase in state aid, though it is unknown how much at this time.
3. SLC hopes to give all libraries a centralized purchasing increase again this year.

VII. COMMUNICATIONS

1. Email from patron to City Manager.

VIII. UNFINISHED BUSINESS

1. Personnel

- a. In need of one youth librarian and one clerk.
- b. Job description and posting for a full-time clerk is being worked on.
- c. All libraries are having staffing issues, most serious being a lack of youth librarians.

2. Buildings and Grounds

- a. Two light poles were removed. Bollard lights were installed in their place.
- b. Letters on the side of the building will be painted.

3. Collection Development Policy and Request for Reconsideration Form

Commissioner DeKane made a motion to approve the revised Collection Development Policy. 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.

4. Fines Elimination Proposal

- a. Going fine free on 9/1/22 went well!
- b. Approximately \$43000.00 in fines were eliminated.

5. Other

- a. Director Harvey requested the Mayor and Assistant City Manager to reopen the hallway between City Hall and the Library.
- b. Requested that the City sponsor a low cost or no cost shred day for residents.

IX. NEW BUSINESS

1. Circulation Policy Fine Updates

Commissioner Lineberger made a motion to approve updates to the Circulation Policy as it pertains to fines. 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.

2. January 2023 Library Commission Meeting

Commissioner DeKane motioned to change the meeting date to 1/16/22 so that Director Harvey can attend before going on vacation. 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.

3. Other

a. Mini and Me Program

Commissioner DeKane motioned to facilitate the Mini and Me Program by hiring a non-traditional library employee to oversee it. 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.

X. ANNOUNCEMENT OF NEXT MEETING

October 10, 2022 at 6:30 in the Commission Conference Room or Erin Meeting Room.

XI. ADJOURNMENT

Commissioner Lineberger made the motion that, having acted upon the agenda, the meeting be adjourned at 8:15 PM. 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.

Respectfully Submitted,
Nina Lineberger, Secretary