

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ARCHIVES OFFICE
NOVEMBER 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, Secretary Nina Lineberger - HERE, and Trustee Mary Ann DeKane - HERE.

Others present: Director Jacalynn Harvey

II. CALL FOR AGENDA APPROVAL OR CHANGE

Motion by Commissioner DeKane to approve the agenda. Motion seconded by Commissioner Wurm.

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

MOTION CARRIED UNANIMOUSLY.

III. DISPOSITION OF MINUTES

Motion by Commissioner Wurm to approve the minutes of the meeting of ~~September 12, 2022~~ October 1021, 2022. Motion seconded by Commissioner Lineberger.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger - YES, Commissioner Wurm - YES, Commissioner DeKane - 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. The library will be closed Thursday, November 24th through Saturday, November 26th for Thanksgiving.
- b. The library will be closed Thursday, December 1st for the City's Christmas Tree Lighting. The library will be putting on a Christmas Workshop.
- c. Director Harvey is considering ways to retain Library employees. She is considering casual days.

2. Donations

- a. The donation box placed at the front desk is going strong. It was placed there when the library went fine free in September.

3. Statistics

- a. Gate count for this month is high.

4. Library Programs, Services, and Collections

- a. Take and Makes still very popular. They will be available as long as patrons are using them.
- b. Some programs coming up include a computer class in online shopping, tween laser tag, and a family puzzle tournament.
- c. At the Christmas Workshop, there will be 6 crafts, popcorn, cotton candy, a raffle for box sets of books, a balloon twister, and two people dressed up as Elf on the Shelf.
- d. The loan period has been extended on some established collections, such as Urban Fiction.

5. Budget and Bills

Commissioner Lineberger made a motion to accept the bills.
Commissioner DeKane supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

6. Other

VI. SUBURBAN LIBRARY COOPERATIVE

1. The Chesterfield millage vote failed.
2. Harrison Township purchased two shipping containers and converted them into study rooms. If the library ever needed to relocate, these study rooms are portable.
3. Library trustees take turns being on the Co-op's Board of Trustees. Roseville Library's turn may be coming up soon. Chairman VanMarcke has been on the board several times.

VII. COMMUNICATIONS

VIII. UNFINISHED BUSINESS

1. Personnel
 - a. Three new employees have been hired.
2. Building and Grounds
 - a. Christmas decorations are coming soon! Outside, a large wreath will be installed on the canopy, as well as Winter porch pots. Inside, there will be smaller wreaths and poinsettias.
 - b. Building Maintenance will not be able to assist with anything that is not an emergency due to their participation in construction at City Hall. The Library is looking for a handyman to hire for a few jobs.
3. Strategic Plan
 - a. The final report was received November 10th.
 - b. There will be a virtual meeting with Jan Davidson from MCLS and Tracy Wilson to go over outcomes tracking spreadsheet.
4. Polaris
 - a. Still having issues with Polaris LEAP (staff software) and Vega (patron software).
 - b. SLC may withhold payment to encourage Polaris to provide the services, support, and products they promised.
 - c. SLC is still arranging credit card acceptance through PayPal Merchant.
5. Other

IX. NEW BUSINESS

1. Hoopla
 - a. Hoopla is a program that Library patrons can use to watch TV shows and movies. Available programs tend to be newer.
 - b. This service should be available to patrons starting in January.

- c. Canva is another similar service that is more PBS-esque. Not sure that this is in the budget, but it is being looked into.

2. Printed Newsletter

- a. The Library will soon be sending out a printed newsletter, for which they have selected D.J. Rotunda printer.
- b. Newsletters will go out two to three times a year.
- c. The library will be switching online newsletter senders. They were using MailChimp, and will now be using MessageBee. There was concern that too many emails from MailChimp were ending up in recipient's spam or junk folders.

3. CatalogIt

- a. This is a program that will be used to put the archives on a spreadsheet.
- b. It will be easier to search than current methods.

4. City of Roseville

- a. Recent actions by the City cause Director Harvey to believe that the Library will soon have to go independent.
- b. Other libraries in the state have already done so, and would be available to guide us through the process.

5. Other

X. ANNOUNCEMENT OF THE NEXT MEETING

December 12, 2022 at 6:30PM in the Commission Conference Room.

XI. ADJOURNMENT

Commissioner Scott made the motion that, having acted upon the agenda, the meeting be adjourned at 8:07 PM. Commissioner DeKane supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Nina Lineberger, Secretary