

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

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:32PM.

ROLL CALL: Chairman Charlene VanMarcke - HERE, Trustee Laura Wurm - HERE, Vice Chair Sandra Scott - HERE, Secretary Nina Lineberger – ABSENT - EXCUSED and Trustee Mary Ann DeKane – ABSENT - EXCUSED.

Others present: Director Jacalynn Harvey

II. CALL FOR AGENDA APPROVAL OR CHANGE

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

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

MOTION CARRIED UNANIMOUSLY.

III. DISPOSITION OF MINUTES

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

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger - ABSENT, Commissioner Wurm - YES, Commissioner DeKane - ABSENT, 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 - The library will be closed December 23, 24, and 26 for the Christmas holiday and December 30, 31 and January 2 for the New Year holiday.
2. Donations – See donations list and acrylic box at Circulation Desk netted approximately \$130. Given to the youth librarians to purchase additional Easy to Read or STEM kits.
3. Statistics – Most statistics went down in November.
4. Library Programs, Services, and Collections – There are a wide variety of programs for a wide variety of ages in the winter including Mini and Me; Tail Waggin' Tutors, "Tuesdays with Roseville," egg incubations; Teen Crepe Making with Mary Spencer' The <isoc pf Ore;amd wotj Emda Reilly and After-Hours Teen Nerf Challengd.
5. Budget and Bills – Expenditures are down 10% for part-time staff.

Commissioner Wurm made a motion to accept the bills. Commissioner Scott supported the motion.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger - ABSENT - EXCUSED, Commissioner Wurm - YES, Commissioner Dekane – ABSENT – EXCUSED; Commissioner Scott - YES.

MOTION CARRIED UNANIMOUSLY.

VI. SUBURBAN LIBRARY COOPERATIVE

1. New director returns soon from maternity leave.
2. SLC is regularly contacting Polaris for clarification and reporting of problems.

VII. COMMUNICATIONS

1. Patron expressed that he appreciates that the library eliminated fines.

VIII. UNFINISHED BUSINESS

1. Personnel
 - a. Hired Ashley Gray (Clerk I) and Caroline Wekwert (Library Programming Aid).
2. Building and Grounds
 - a. Will contact LSI to schedule a spring cleanup and replace the Stella d'oro lilies.
 - b. Must replace the two backless benches in front of the sun dial garden. One bench was damaged last summer.
3. Strategic Plan
 - a. Conducted last meeting with MCLS. Will begin working on text and outcome measurements after January 1.
4. Polaris
 - a. Still having issues with Polaris LEAP (staff software) and Vega (patron software).
 - b. SLC arranged credit/debit card acceptance through PayPal Merchant.
5. Christmas Workshop at the Library during Tree Lighting – very popular, visited by over 320 people.
6. Hoopla – signed the contract on this streaming service.
7. CatalogIt – sent annual invoice for payment.

8. Message Bee and Printed Newsletter – printed newsletter has been sent to the printer and then will go to the mailing service. Will email out a monthly, in-depth newsletter with Message Bee.
9. Other

IX. NEW BUSINESS

1. Labor Attorney Michael Blum – Contacted him regarding the full-time position, unions, employee handbook and more. Continue to work with him.
2. Applied Innovation will now handle the maintenance and supplies (excluding paper) for copiers, printers. On December 20 one new patron copier, a new patron color printer, two replacement staff printers and one staff “all-in-one” (to replace the aging photocopier) will be installed.

X. ANNOUNCEMENT OF THE NEXT MEETING

January 16, 2023, 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 8:53 PM. Commissioner Wurm supported the motion.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger – ABSENT - EXCUSED, Commissioner Wurm - YES, Commissioner Dekane – ABSENT-EXCUSED; Commissioner Scott - YES.

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,



Jacalynn Harvey, Library Director