

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ARCHIVES OFFICE
JANUARY 16, 2023
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:25PM.

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

Others present: Director Jacalynn Harvey

II. CALL FOR AGENDA APPROVAL OR CHANGE

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

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

MOTION CARRIED UNANIMOUSLY.

III. DISPOSITION OF MINUTES

Motion by Commissioner Scott to approve the minutes of the meeting of December 12, 2022. Motion seconded by Commissioner Wurm.

ROLL CALL VOTE: Commissioner VanMarcke - YES, Commissioner Lineberger - ABSTAIN, 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

- a. The library was closed one night in January due to staffing issues. Multiple employees called in sick.
- b. The library will be closed for President's Day, February 20th.

2. Donations

- a. New donation box has been successful - \$135 in November and \$115 in December. Much better than anticipated, though lines up with what other libraries have experienced after going fine free and putting out a donation box. These donations will be used for purchases that directly benefit patrons, such as new additions to the collection.

3. Library Statistics

- a. Numbers are down, but that is normal for the holiday season.

4. Library Programs, Services, and Collections

- a. Activity boards went up. There was a delay in Building Maintenance being able to put them up, so Director Harvey took matters (and a drill) into her own hands.
- b. Ordered tiny carts for kids to wheel around the library. Not big enough to be ridden in, but the right size for books.
- c. Beanbag chairs have been purchased. They can be used in the youth section, and will also be utilized for reading time with the therapy dog.
- d. Staff have a new photocopier and have been enjoying learning how to use all the bells and whistles it comes with. Staff will not have to go to City hall for bigger print jobs anymore. The patrons will also have access to color printers.

5. Budget and Bills

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

ROLL CALL VOTE: Commissioner VanMarcke - YES,
Commissioner Lineberger - YES, Commissioner Wurm - YES,
Commissioner Dekane - ABSENT, Commissioner Scott - YES.
MOTION CARRIED UNANIMOUSLY.

6. Other

VI. SUBURBAN LIBRARY COOPERATIVE

VII. COMMUNICATIONS

VIII. UNFINISHED BUSINESS

1. Personnel - Director Harvey is looking into personnel priorities for the coming budget year. There will be a possible 5% increase in local property tax revenue. She still needs to discuss this aspect of the budget with the Controller's office, but would like to offer pay increases both to retain current employees and attract new ones.

Commissioner Lineberger made a motion to begin the process of investigating personnel budget increases and changes, specifically for the Clerical Coordinator to be moved to Group 2. Commissioner Wurm seconded the motion.

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

MOTION CARRIED UNANIMOUSLY.

2. Building and Grounds
 - a. Building Maintenance Foreman, Scott Pruzinsky, sadly passed away at the end of 2022. His interim replacement until someone is permanently hired is Jeff St. Peter.
 - b. Need to purchase new benches near the sundial garden and update landscaping perennials.
3. Hoopla
 - a. Meeting on January 17th with Hoopla rep to prepare for rolling out the streaming service to patrons.
4. CatalogIt
 - a. Has been purchased.
 - b. The Library Archivist is learning to use the software to catalog the collection and make it available to the public.
5. MessageBee and Printed Newsletter
 - a. The first printed newsletter was mailed out the first week of January.
 - b. Reception to the newsletter has been very good. Have only heard from one person who did not receive it, a staff member. It seems that paying to have the newsletter printed with actual street addresses has been worthwhile.
 - c. Have had 5 or 6 new patrons apply for cards and register for programs based on receiving the newsletter.

6. Other

- a. Working with Tracy Wilson to determine methods of determining outcomes for the strategic plan. How do we quantify success or failure?

IX. NEW BUSINESS

1. Preparation for the 2023/24 fiscal year budget

- a. Per controller, the budget will be due in mid- to late February.
- b. The board will need to make tentative approvals on larger items to include in the budget at the February meeting.

2. Other

- a. Scott Adkins retired as City Manager mid-January. His replacement was chosen shortly after, Chief Monroe. He will not take the job officially until contracts are drawn up. Glenn Sexton is the interim City Manager until this time.

X. ANNOUNCEMENT OF NEXT MEETING

February 13, 2023 in the Commission Conference Room.

XI. ADJOURNMENT

Commissioner Wurm made the motion that, having acted upon the agenda, the meeting be adjourned at 7:50 PM. Commissioner Scott supported the motion.

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

MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,
Nina Lineberger, Secretary