ROSEVILLE PUBLIC LIBRARY

29777 GRATIOT AVE, ROSEVILLE, MI 48066

586-445-5407

REGULAR MEETING - ARCHIVES OFFICE

FEBRUARY 13, 2023

MINUTES - APPROVED

1. CALL TO ORDER

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

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

Others present: Director Jacalynn Harvey

1. 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 - ABSENT, Commissioner Wurm - YES, Commissioner DeKane - YES, Commissioner Scott - ABSENT.

**MOTION CARRIED UNANIMOUSLY.**

1. DISPOSITION OF MINUTES

Motion by Commissioner Wurm to approve the minutes of the meeting of January 16, 2022. Motion seconded by Commissioner DeKane.

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

**MOTION CARRIED UNANIMOUSLY.**

1. 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.

1. REPORT OF COMMITTEES OR THE DIRECTOR
2. Director’s Report
3. The library was closed January 20, 2023 for Presidents Day.
4. Donations
5. Reviewed recent donations of materials in memory or honor of people and cash donations made to the donations box at the circulation.
6. Library Statistics
7. All statistics are up.
8. Library Programs, Services, and Collections
9. Winter Reading Challenge was a success with double the number of participants from last year’s program completing the challenge.
10. Scheduling many class and classroom visits.
11. Had the first Mini and Me program and it was very successful.
12. Budget and Bills

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

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

**MOTION CARRIED UNANIMOUSLY.**

1. Other
2. SUBURBAN LIBRARY COOPERATIVE
3. COMMUNICATIONS
4. UNFINISHED BUSINESS
5. Personnel
6. Need to hire a part-time clerk and a part-time youth services librarian.
7. 2023/24 Fiscal Year Budget
   1. The draft of the budget was delivered to the Controller on February 10, 2023.
8. Building and Grounds
   1. The City Clerk’s Office staff will be using the area of the north hallway and foyer to conduct an election for Fraser Schools since City Hall is under construction.
9. Hoopla
10. Went live February 2, 2023. Patrons are already using the product.
11. NEW BUSINESS
12. Attorney Mike Blum
13. Discussed employment agreements and more. Requested a remote work policy.
14. Other
15. AFSME 1917 Supervisors Union Meeting – initiated a different group for the Clerical Coordinator.
16. RHGS board member, Ken Schramm, requested to borrow an archival artifact that is on loan to the library from the family. He wants to use it in a program that he is presenting outside of the library. Due to liability issues, the Trustees and Director agreed that the library will not loan an archival artifact that does not belong to the library.
17. ANNOUNCEMENT OF NEXT MEETING

March 13, 2023 in the Commission Conference Room.

1. ADJOURNMENT

Commissioner Wurm made the motion that, having acted upon the agenda, the meeting be adjourned at 7:49 PM. Commissioner DeKane supported the motion.

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

**MOTION CARRIED UNANIMOUSLY.**

Respectfully Submitted,

Jacalynn Harvey, Library Director