

ROSEVILLE PUBLIC LIBRARY  
29777 GRATIOT AVE, ROSEVILLE, MI 48066  
586-445-5407  
REGULAR MEETING – COMMISSION CONFERENCE ROOM  
MAY 8, 2023  
MINUTES - PROPOSED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:30PM.

Members Present: Charlene VanMarcke, Sandra Scott, Nina Lineberger, Laura Wurm, and MaryAnn DeKane.

Library Staff Present: Director Harvey

II. CALL FOR AGENDA APPROVAL OR CHANGE

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

Motion was approved.

III. DISPOSITION OF MINUTES

Motion by Commissioner DeKane to approve the minutes of the meeting of April 10, 2023. Motion seconded by Commissioner Scott.

Motion was approved.

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.

No public comments.

## V. REPORT OF COMMITTEES OF THE DIRECTOR

### 1. Director's Report

- a. The library will be closed Saturday, May 27<sup>th</sup> and May 29<sup>th</sup> for Memorial Day. Summer hours begin May 22<sup>nd</sup> and our first closed Saturday is May 27<sup>th</sup>.
- b. Corey Morgan, a clerk, attended a book mending workshop on April 28<sup>th</sup>. This skill saves the library money, and classes always fill up quickly.
- c. The newsletter was mailed.
- d. Most of the staff and their family/friends will be walking in the Memorial Day Parade to promote the Library. We have a banner, decorated book carts, and large pinwheels in red, white, and blue. Library found a good deal on matching t-shirts for participants to wear. Will be passing out bracelets that say "I Love to Read" and small patriotic pinwheels to children. Will be meeting up at 9:00AM in the back parking lot of the high school.

### 2. Donations Report

- a. \$113.00 in May so far in the donations box. \$751.76 since it was put out in November 2022.

### 3. Library Statistics

- a. Circulation is lower, possibly due to closures. Library was closed April 4<sup>th</sup> for 4 hours due to staffing issues, as well as Good Friday and the Saturday before Easter.

4. Library Programs, Services, and Collections
  - a. Adult kits are being processed. New additions include bocce ball, knitting, needlework, mahjong, bird watching, stargazing and night sky watching, and crocheting.
  - b. Discontinuing Trivia program for now due to patron issues. Will be replaced in Fall with a program that teaches card games.
  - c. Excellent displays put up in the past month include cozy mysteries, religions, mental health awareness month, and autism awareness month.
  - d. The Woodland Library joined Libby.
  - e. Lego program was incredibly popular.
  - f. The last classroom visit to Steenland was completed.
  - g. The chicks hatched (named Max and Shelly) and were sent back to the farm.

5. Budget and Bills

Commissioner Wurm made a motion to accept the budget and bills.  
Commissioner Lineberger seconded the motion.  
Motion was approved.

6. Other

- VI. SUBURBAN LIBRARY COOPERATIVE

1. Started a Technology Committee.
2. Started a Library of Things to share with member libraries for use in programs. Would not be loaned out to individual patrons.

- VII. COMMUNICATIONS

- VIII. UNFINISHED BUSINESS

1. Personnel and Staffing
  - a. One part time clerk was let go.
  - b. Still searching for a full-time Tech Services Specialist, possible tech assistant positions starting in the school year.

- c. Due to low staffing and inability to replace the Youth Services Coordinator position, the Youth Desk will be closed after Memorial Day.
- 2. Building and Grounds
    - a. Spring clean up is finished. Replaced some plants that were not doing well. Stepping stones by the sun dial have been covered up by mulch and are proving hard to find.
    - b. Clerk's office has vacated the north entrance, so patrons are able to once again come in through that door.
    - c. Per Building Maintenance, the building brick and facia are being painted as part of the City Hall renovations. Concerns over how it will look with the Library pavilion.
  - 3. Other

## IX. NEW BUSINESS

- 1. Re-appointment of Trustee Mary Ann DeKane

Commissioner Lineberger made a motion to re-appoint Mary Ann Dekane. Motion was seconded by Commissioner Wurm. Motion was approved.

- 2. Materials by Mail Program
  - a. Still having issues with the Post Office not delivering book bags both to residents and to the Library. New Post Mistress has not been very helpful. Currently exploring other ways to get books to home bound residents.
- 3. Other
  - a. Museum Adventure Pass has once again added new activities for the year.
  - b. Friends' Annual Meeting and Election of Officers is May 10<sup>th</sup>. Library put up a Facebook post calling for residents to join the Friends and had a large response from the Community.

X. ANNOUNCEMENT OF NEXT MEETING

August 14, 2023 in the Commission Conference Room.

XI. ADJOURNMENT

Commissioner Lineberger made the motion that, having acted upon the agenda, the meeting be adjourned at 8:08PM. Commissioner Wurm supported the motion Motion was approved.

Respectfully Submitted,  
Nina Lineberger, Secretary