

ROSEVILLE PUBLIC LIBRARY
29777 GRATIOT AVE, ROSEVILLE, MI 48066
586-445-5407
REGULAR MEETING - ARCHIVES OFFICE
AUGUST 14, 2023
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:28PM.

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 Scott.

Motion was approved.

III. DISPOSITION OF MINUTES

Motion by Commissioner DeKane to approve the minutes of the meeting of May 8, 2023. Motion seconded by Commissioner Wurm.

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 September 4th for Labor Day.
- b. The library opens 6 days weekly starting September 5th.
- c. The Friends of the Library have trained a couple new volunteers to assist with the used book sale room.
- d. The Friends meet August 23rd and Director Harvey intends on encouraging them to raise prices - books are currently 25 cents apiece.

2. Donations Report

- a. Consistently raising over \$100.00 every month from the donation jar at the checkout counter.

3. Library Statistics

- a. Gate counters continue to fail. They will possibly be replaced with motion detectors, though it needs to be researched how accurate they will be.
- b. The company that installed and maintained the wifi hotspots was bought out. As such, they will no longer keep track of usage statistics. Director Harvey is considering buying our own hotspots.
- c. Hoopla continues to increase in popularity.

4. Library Programs, Services, and Collections

- a. 25 new VOX books given to the library through a state grant. Another rack will need to be purchased to shelve them all.

- b. New card game program is in the works. One session will be teaching the games, and then a second will be held for attendees to play the game they learned. The three games chosen for this program are Gin Rummy, Hearts, and Cribbage.

5. Budget and Bills

Commissioner Lineberger made a motion to accept the budget and bills.

Commissioner DeKane seconded the motion.

Motion was approved.

6. Budget Amendment and Increase in Expenditures Accounts

- a. Budget has been approved by Council.
- b. It is much healthier due to the maximum property tax increase of 5% under Proposal A, additional revenue sharing from the state, and fewer expenditures in the 1707 (part time wages) account.
- c. Director Harvey asked to relocate \$31500.00 to other accounts: Community Promotion (programming), media, Library of Things, adult and youth kits, books, and office equipment. John Walters will make a budget amendment for this reallocation later in the fiscal year if approved.

Commissioner DeKane made a motion to approve an increase in these specific expenditure accounts. Commissioner Wurm seconded the motion.

Motion was approved.

7. Policies

- a. Updating and requesting approval from the City for the remote work policy.
- b. Circulation policy awaiting comments from attorney.
- c. May need some sort of technology policy for AI.

8. Other

VI. SUBURBAN LIBRARY COOPERATIVE

1. Commissioner Lineberger will represent the library on the SLC Board beginning October 26th at the annual dinner.

VII. COMMUNICATIONS

1. One note taken by a clerk over the telephone.
2. One letter and drawings from her 2 children concerning the closure of the desk in the children's area.
3. One patron repeatedly complained of noise from other patrons using the library.

VIII. UNFINISHED BUSINESS

1. Personnel and Staffing
 - a. Received four applications for youth Librarian Aide, will interview at least one.
 - b. Youth Librarian Assistant Mackenzie Roberts was hired in May and resigned in August.
 - c. Librarian Anne Bertin was hired in August.
 - d. Adult Librarian Assistant Dawn LaFrate was hired in June.
2. Buildings and Grounds
 - a. Some plants that were added in the Spring have died. Will see k replacement.
 - b. Mulch is too deep and has to be removed next year.
 - c. Weeds have been awful.
3. Materials By Mail Program
 - a. Director Harvey spoke to the Postmaster in Fraser, who spoke to the Postmaster in Roseville. Things have improved.
 - b. The library is getting the lowest rate from the Post Office and City for postage/delivery.

4. Strategic (Long-Range) Plan

Commissioner DeKane made a motion to adopt the strategic plan.

Commissioner Scott seconded the motion.

Motion was approved.

5. Polaris - LEAP and VEGA

- a. Will now be able to customize VEGA, the patron access catalog.
- b. Have a new calendar and room scheduler.

6. Check Fraud

- a. Still using a credit card with an increased limit to pay any invoices that are going to an Atlanta, Georgia PO Box.
- b. The police and Feds are involved, check fraud is on the rise.

7. Other

IX. NEW BUSINESS

1. Public Fax Service

- a. FAX 24 was not working.
- b. Signed a contract to add fax capability to pay with cash, debit, and credit. Will be getting a new machine.

2. Macomb County Department of Health Closed POD Partner

3. City Tree Lighting and Library Christmas Workshop

Commissioner Lineberger made a motion to close the Library on December 7th for the annual City Tree Lighting. Commissioner Wurm seconded the motion.

Motion was passed.

4. November 14, 2023 Library Commission Meeting

- a. Director Harvey will be on vacation during this meeting.

Commissioner DeKane made a motion to cancel this meeting.
Commissioner Lineberger seconded the motion.
Motion was approved.

5. Other

X. ANNOUNCEMENT OF NEXT MEETING

September 11, 2023 at 6:30PM in the Commission Conference Room

XI. ADJOURNMENT

Commissioner Lineberger made the motion that, having acted upon the agenda, the meeting be adjourned at 8:32PM. Commissioner Wurm supported the motion
Motion was approved.

Respectfully Submitted,
Nina Lineberger, Secretary