

ROSEVILLE PUBLIC LIBRARY  
29777 GRATIOT AVE, ROSEVILLE, MI 48066  
586-445-5407  
REGULAR MEETING – COMMISSION CONFERENCE ROOM  
DECEMBER 11, 2023  
MINUTES - APPROVED

I. CALL TO ORDER

The meeting was called to order by Chairman Charlene VanMarcke at 6:31PM.

Members Present: Charlene VanMarcke, Sandra Scott, and Nina Lineberger.

Members Absent: 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 Scott to approve the minutes of the meeting of October 9, 2023. Motion seconded by Commissioner Lineberger.

Motion was approved.

IV. REPORT OF COMMITTEES OR THE DIRECTOR

1. Director's Report

- a. The Library will be closed December 25-26 and January 1-2 for the Christmas and New Year holidays.

- b. As a result of the 1917 labor union contract negotiations, the City offices and Library will be closed on MLK Day and Juneteenth going forward.
2. Donations Report
  - a. \$121.25 in in the donations box. Money will be used for Story Time supplies.
3. Library Statistics
  - a. Typically go down in December as everyone is busy with the holidays.
4. Library Programs, Services, and Collections
  - a. Scan-to-Fax service is now available to the public.
  - b. The Christmas Workshop at the Library was a success!
  - c. Anton Art Center is looking to do an art program in Spring with the Library.
5. Budget and Bills
  - a. Still using a credit card to pay bills going through Atlanta, Georgia. Have a \$5000.00 limit. Director Harvey is hesitant to raise the limit further.

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

## 6. Other

## V. SUBURBAN LIBRARY COOPERATIVE

1. Commissioner Lineberger attended the November 2023 SLC meeting. Two libraries there talked about doing annual bake sales that regularly make \$2000.00 in a single day. Discussion of possibly doing this at Roseville as well.

## VI. COMMUNICATIONS

1. Director Harvey sent a letter to former trustee, Laura Wurm, thanking her for her service in the past 5 years.

## VII. UNFINISHED BUSINESS

1. Personnel and Staffing
  - a. Hired 3 new employees: 1 new part time youth librarian (28 hours per week) and 2 part time youth services program aides (12 hours per week).
2. Building and Grounds
  - a. Wreath was hung and Winter porch pots have been put out.
3. Other

## VIII. NEW BUSINESS

1. The Municipal Facilities Bond Proposal passed.
2. Discussion and review of the Open Meetings Act and City requirements that will need to be followed when choosing the new trustee.

## IX. 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.

X. ANNOUNCEMENT OF NEXT MEETING

January 8, 2024 in the Commission Conference Room. See you next year!

XI. ADJOURNMENT

Commissioner Scott made the motion that, having acted upon the agenda, the meeting be adjourned at 8:16PM. Commissioner Lineberger supported the motion

Motion was approved.

Respectfully Submitted,  
Nina Lineberger, Secretary