

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

November 12, 2015

**1. Call to Order:**

The regular meeting was called to order at 7:01 PM by Frank Pasternak.

**2. Roll Call:**

**Commissioners Present:** Frank Pasternak, Chris Doebler, Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lori Barnwell.

**Also Present:** Oksana Urban, Warren Library Director and Jacqueline Gartin, City of Warren Attorney.

**3. Approval of Agenda:**

Palmer moved to approve the agenda; supported by Doebler; motion carried.

**4. Approval of Minutes—Regular Meeting of September 17, 2015:**

With the corrections as noted by Urban, Palmer moved to approve the Minutes of the Meeting of September 17, 2015, supported by Doebler; motion carried.

**5. Reports:**

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for 10/01/2015 and 11/01/2015 were reviewed. It was noted that the discrepancies found in the 9/01/2015 Budget Report were corrected.

b) Suburban Library Allocation Account: As of November 2, 2015 the Allocation Account balance was \$15,425.52. In discussing the purchase of Readsquared for the SRC, it was noted that 1,100 patrons signed up for the Summer Reading Club. Further, it was stated that \$600 was deposited from the sale of used computers. And there are eight used computers plus monitors available from the Busch Library to be sold at a price of \$60 per computer and \$20 per monitor.

c) Branch Income Report: The 2015 Fiscal Year Revenue Reports were reviewed for the following sources of revenue to the libraries: Non-Resident, Copy Machine, DVD, and Fines. In reviewing the Lost Revenue Report Urban indicated that she was reviewing books at the Miller Library that are not being used anymore to eventually remove them – and their shelves – to make room for more computers.

Doebler moved to receive and file the Monthly Line Item Budget Reports, the Suburban Library Allocation Account, and the Branch Income Reports, supported by Palmer; motion carried.

## **6. Director's Report:**

### **a. Statistics/Output Measures:**

- Unique Management Report: The Unique Management Services Report, including accumulative totals was reviewed. From April, 2009 through October, 2015 cash and material recovered totaled \$180,477.63. The total cumulative expenditures paid out were \$66,440.45.

### **b. Current Projects:**

- Update on the renovation/demolition projects of the Busch library. The latest renderings of the exterior and interior were handed out and reviewed. It was noted that the library material are being boxed up and that the building is only being heated with space heaters for those involved with the remaining work to be done in the building.

- The site plan was approved on October 26, 2015.
- The zoning was approved by the Zoning Board on October 28, 2015.
- A sign was erected at the library on October 30, 2015 illustrating a rendering of the new library.

### **c. Services:**

- Received checks from SLC totally \$2,077.21 for ProPay credit card transactions from 8/05/2015 through 9/22/2015.
- The Warren City Council approved the purchase of OverDrive for \$11,685.50.
- \$22,862.25 was deposited into the library fund balance on 9/30/2015 from the State of Michigan Department of Education . This was a result of tax revenue lost due to the Renaissance Zone in our area.
- 1<sup>st</sup> Choice Procurement Solutions, LLC was awarded the periodical bid in the amount of \$13,409.73.
- Readsquared was purchased for the 2016 fiscal year Summer Reading Club for \$1,525.
- Pronunciator is now installed and available on the library website.
- Lynn Bieszka , Amy Nelson, and Maren Kroening Coppens have completed the applications to become Notary Publics. Sharon Linsday received her bond and will complete the necessary application.

**d. Staffing Issues:**

- Pamalyn O'Connor accepted the position as a Library Technician as of October 1, 2015.
- Rebecca DeLiso returned from her medical leave on October 12, 2015.
- Susan Heydel will be medical leave beginning November 19, 2015.
- Lynn Bieszka, John Robertson, Amy Nelson, Maren Kroning-Coppens, Paul Konkolesky, Jennifer Lund, and Oksana Urban attended the MLA Conference. It was stated that the conference was very worthwhile. It was commented that the MLA session reports were very interesting to read with a good number of potentially good ideas for improving library services. 524 persons were in attendance.

**e. Marketing/Outreach:**

- The eNewsletter, which describes the Library services and upcoming library events, will be in the local newspaper that goes to each home in the city.
- Several upcoming library events were identified.

**f. Discussion Items:**

- Zosia Ladak was sworn in as a Library Commissioner on November 2, 2015.
- The new FOIA policy will be linked to the Library website.
- The SLC Borrowing Policy was discussed.
- Lorie Barnwell, the newly elected Warren City Treasurer, will be a trustee on the Warren Public Library Commission.

**7. Audience Participation:**

None.

**8. Action Items:**

- Ladak made a motion to approve the In-Service Day to be held Tuesday, December 15, supported by Coach; motion carried. Urban indicated that the company called CARE will talk to the library staff about customer service and dress code.

**9. Friends of the Warren Library:**

Urban stated that the Friends of the Warren Library are having a book sales on some Fridays and Saturdays in December. It was noted that two friends are retiring from the "Friends" Board.

**10. S.L.C. Report—Frank Pasternak**

Pasternak highlighted several items in the SLC Report. He stated he is off of the SLC Board for one year.

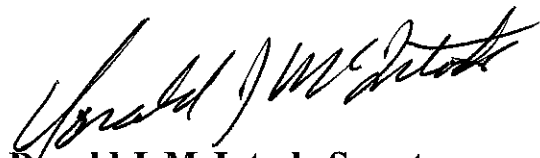
**11. Commissioner's Comments:**

Palmer brought up that the SLC has invited the Library Commissioners to a *Library Update* breakfast on December 7, 2015 at 9:30 AM. Several commissioners, as well as Urban, were planning to attend.

**12. Next Meeting Date—January 21, 2016 at 7:00 PM**

**13. Adjournment:**

Coach moved to adjourn the meeting at 8:15 PM, supported by Ladak; motion carried.



**Donald J. McIntosh, Secretary**