

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

October 18, 2012

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, Annette Coach, Chris Doebler, Carolyn Sherwood, and Don McIntosh.

Doebler moved to excuse Palmer and Mocerri, supported by Sherwood; except for Coach who did not excuse Mocerri, motion carried

Also Present: Deb Lambert, Library Director, and Ron Papandrewnchea from the City of Warren Attorney's Office.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of June 28, 2012 and September 27, 2012.

Because the Meeting Minutes of June 28, 2012 were not available their approval was tabled. Coach moved to approve the meeting minutes of September 27, 2012, supported by Sherwood; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the period ending 10/03/2012 was reviewed. Doebler moved to receive and file the Monthly Line Item Budget Report, supported by McIntosh; motion carried.

b) Suburban Library Allocation Account: As of September 30, 2012 the balance of the Allocation Account was \$41,598.23, noting that there were no expenses for the month of September. Coach moved to receive and file the suburban Library Allocation Account, supported by McIntosh; 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 August 2012 cash and material recovered totaled \$98,705.01. Total cumulative expenditures paid out were \$41,812.60.

-Overdrive Statistics: It was noted that there was an increase in eBook usage, and that the library staff will complete their training by 11-15-2012. The e-reader "Petting Zoo" date will be established in November.

- Monthly Stats: Using charts to compare various measurable aspects of the four Warren libraries it was noted that there was a drop in 2011-11 vs 2011-12 circulation at the Civic Center and Miller Branch libraries. Circulation charts were broken down by various formats including Adult Books, DVDs, Children's/Teen Books, Music CDs and Audiobooks. It was indicated that they will be looking at the practices of other libraries as it relates to offering free rental DVDs or to charge.

b) Projects:

- Burnette Wall Update: Inspection by the city was completed and signed off 10/18/2012. The project came in under budget.

- Office 365 Staff Email Implementation: This project was completed which will provide the ability for more effect communication.

- Beebe Street Building Update: Work is underway with the City paying for the building's demolition. What to do with the empty lot is still being discussed.

- Library Wages Survey/Study: Data is being collected at this time.

- ICF Chairs at Civic Center Update: Bid for the new chairs is being prepared for MITN. It was stated that the new chairs will come with a guarantee.

- WCV Lights Update: Man lift repaired.

- Light Covers Removed from WMB Overhead Lights: This has improved the lighting.

- Burnette/Busch Renovation RFP Draft Being reviewed with Purchasing: Sherwood offered to represent the Library Commission on the RFP Committee.

- New: State Aid Application and Annual Report.

- Planned Projects: Copy/fax machines at smaller branches (it was noted that "FAX 24", a self service fax taking credit cards or fax cards, will be used initially at the Civic Center Library before going to the other branches); WAM Circulation millwork desk cut; RFID self check at WAM; Self Check upgrades at WCV; Tag Station for WCV; Projector and Screen for WMB/WDB; Office 365 Team site for Library Intranet.

- Strategic Plan, Staffing audit, Policies review (dress code, AV circulation, patron behavior, claims return, borrower eligibility, unattended children, meeting room).

c. Services:

- SirsiDynix System Moving to Saas: This will require two down days in November.
- New Databases: ProQuest Historical Detroit Free press (1831-1922) & Historic Maps Works: These will replace some that are not being used.

d. Staffing Issues:

- MLA Conference Attendance: 11 will be attending in Dearborn.
- Vacant LTA Posting: Will look at Staffing Study to determine how to fill this position.
- Staff Training: Advanced Programming Calendar is being done on-line to train the library staff.
- Planned: Work Study Students: Lambert met with Mr. Easter, the new Human Resources Director, to discuss using work study students.

e. Marketing/Outreach:

- eNewsletter Launch: The first enewsletter was distributed with the indication that 60% of those who received it read it.
- National Friends of the Library Week: It was indicated that there will be a press release next week.
- Developing Marketing Checklist for Programs: This checklist will insure that our programs get published.

f. Events:

- Upcoming Events: Ghost hunters program (10/29/2012); Elmore Leonard (11/8/2012); and Face Reading (11/28/2012).
- New Classes: Computer classes; e-reader petting zoo at WCV (11/8/2012) and WAM (11/20/2012).

g. Discussion Items:

- Commission Reappointments: The mayor has not yet reappointed Sherwood and McIntosh as commissioners (as their terms have expired).
- Photography Studio Issue:
- Library booth at Owen Jax Farmer's Market:

Doebler moved to receive and file the Director's report, supported by Coach; motion carried.

7. Audience Participation: The following comments were made by the audience:

- There was opposition to the DVD rental charges.
- The audience would like to have copies of the materials that are reviewed at the Commissioner's meeting. Lambert indicated the material is on the library web site.
- The audience requested that the meeting minutes be available at a known location. Lambert stated that the minutes are being scanned and will be available on line.
- It was stated that the library room reservation system needs to be evaluated.

8. Action Items: No action items.

9. Friends of the Warren Library: No report.

10. S.L.C. Report—Frank Pasternak: No report

11. Commissioner's Comments:

- Coach said that one of our objectives is to standardize the processes and procedures of the four Warren Libraries.
- Doebler stated that Lambert and her staff are providing more and pertained information on the operation of the Library operation.
- McIntosh thought the charts used in the meeting discussions were very helpful.
- Sherwood liked the new e newsletter.

12. Next Meeting Date—November 15, 2012 at 7:00 PM

13. Adjournment:

Coach moved to adjourn the meeting at 8:16 PM, supported by McIntosh; motion carried



Donald J. McIntosh, Secretary