

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 17, 2016

1. Call to Order:

The regular meeting was called to order at 7:15 PM by Richard Palmer.

2. Roll Call:

Commissioners Present: Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lori Barnwell.

Also Present: Oksana Urban, Warren Library Director , Jacqueline Gartin, City of Warren Attorney, and Kelly Colegio, City Councilwoman

McIntosh move to excuse Frank Pasternak and Chris Doebler, supported by Coach; motion carried.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of January 21, 2015:

Barnwell moved to approve the Minutes of the Meeting of January 21, 2015, with the addition of incomplete information on page 3, supported by Coach; motion carried.

5. Financial Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Reports as of 1/31/2016 and 2/29/2016 were reviewed and noted that the budget is in good standing. It was stated that \$150,000 will be paid to Partners in Architecture as it relates to the Busch Library project.

b) **Suburban Library Allocation Account:** As of 2/29/2016 the Allocation Account balance was \$15,060.73. All computers except one have been sold.

c) **Branch Income Report:** The February, 2016 Branch Income Report was reviewed with a total of \$10,032.56 received from the three library branches.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through February, 2016, consisted of two parts: (A) The Small Balance Information Report (started 3/16/2011) has had 4836 accounts submitted with a total recovery of \$52,985.58. (B) The Regular Balance Information Report (started 2/1/2009) has had 7551 accounts submitted with a total recovery of \$216,909.46.
- Circulation Reports: Several Circulation Reports were reviewed.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch Library was given indicating that the project was awarded to BERNCO, Inc. (There were nine bidders on the project.) Demolition of the current building will begin soon with warmer weather with completion of the building project scheduled for December 16, 2016.
- City Council approved a budget amendment of \$425,000 for the Busch Branch project. It does not include furniture and other amenities which will require returning to the Council at a future time for approval.
- Michigan Chandelier submitted completed specifications for the LED lighting project for the Civic Center Library to Dave Anderer, Superintendent of Buildings.

c. Services:

- Received checks from SLC totaling \$2,776.15 for ProPay credit card transactions from 12/2/2015 through 2/2/2016.
- Jamie Babcock is now a Notary at the Civic Center Library.
- Amy Nelson is now a Notary at the Miller Branch and is in the process of acquiring her Notary stamp. Miller will have two Notaries. It was noted that Warren residents can get documents notarized free of charge.
- Sharon Linsday will be conducting introductory computer classes at the Burnette Branch in the near future.
- ALLDATA database has been ordered for the Miller and Burnette Branches. The database contains schematics and maintenance information for automotive repairs.
- Envisionware MobilePrint has been ordered for the Miller and Burnette Branches. The software permits documents from home to be sent to the library print release station.

- Received the 2016 YALSA/Dollar General Summer learning Resources Grant in the amount of \$1,000 to purchase graphic novels (\$300) and a PS4 gaming station (\$700).

d. Staffing Issues:

- Dennise Rose had elective surgery on February 1, 2016 and is on S/A until 3/14/2016. Urban has been working to clean up the backlog of invoices.
- Rebecca DeLiso's probationary period was extended to 6/30/2016.
- Kelly Bishop, Office Assistant, was transferred to the City Treasurer's Office on 2/19/2016 for the position of Tax Accountant. Interviewing will be conducted to fill the vacancy created by Kelly's transfer.

e. Marketing/Outreach:

- Reassigning responsibility for the eNewsletter is in process.
- Several upcoming library events, including those featuring Jack Lessenberry, Steve Hamilton, and others, were identified. They are listed in the Web Site and on Face Book.

f. Discussion Items:

- Patron Camille Surant requested that the library hours be extended to 9:00 PM. After much discussion on the possible need and any associate funding requirements the subject was tabled until more data could be collected. That may include conducting a survey as well as checking what other area libraries are doing.
- Burnette Branch reconstruction: In a discussion with the Mayor Fouts, Urban indicated that building a new library could be a better solution than renovating the older, outdated building. This would require new funding. The Mayor was supportive.
- Disruptive behavior signs: A library patron has been barred from the library for six months due to disruptive behavior. And, signs will be placed requesting that patrons let the library staff know of anyone being disruptive.
- Patron Gregory Crachiolo express concern about public restrooms having locks on the inside of the restroom doors. It was indicated that the doors can be opened from the outside with a key that the library staff would have.

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

6. Audience Participation: None

8. Action Items:

- Approval of Motorized Scooter policy at the Civic Center Library: After discussion of the issue and possible solution the approval action was tabled for further investigation.

9. Friends of the Warren Library:

It was indicated that the "Friends" are looking for new funding ideas.

10. S.L.C. Report—Frank Pasternak

No report was presented.

11. Commissioner's Comments:

Coach indicated that list of the Commissioners shows that there are four commissioners slated to have their terms expire at the same time and it was understood that there should only be two in any one year. Urban have that issue resolved.

Barnwell stated that closing the café at the Warren Community Center (which is next to the Miller Library Branch in the Community Center) is causing a hardship for those patrons who are waiting to receive income tax assistance during tax season. She indicated that this situation is being addressed and improvements will be made.

12. Next Meeting Date—May 19, 2016 at 7:00 PM

13. Adjournment:

Coach moved to adjourn the meeting at 9:22 PM, supported by McIntosh; motion carried.



Donald J. McIntosh, Secretary