

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

January 16, 2014

1. Call to Order:

The regular meeting was called to order at 7:07 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Annette Coach, Frank Pasternak, Don McIntosh, and Zosia Ladak.

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

McIntosh moved to excuse Doebler, Palmer, and Mocerri, 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 November 21, 2013:

McIntosh moved to approve the Minutes of the November 21, 2013 with two corrections; supported by Ladak; motion carried.

5. Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Report for the period ending 1/01/2014 was reviewed. Urban indicated that we have 53% left in the budget while normally we would be at 50%.

b) **Suburban Library Allocation Account:** As of December 31, 2014 the balance of the Allocation Account was \$35,357.55. Eighteen computers were purchased and will be maintained for four years. Those computers will be used at the Miller, Busch, and Burnette branches.

Coach moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by Ladak; 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 December, 2013 cash and material recovered totaled \$131,759.98. The total cumulative expenditures paid out were \$54,575.31.
- Overdrive Statistics and Monthly Stats were reviewed. As a result of the growing increase in eBook usage more of the most popular eBooks will be purchased.

b. Current Projects:

- The 2014—2015 Fiscal Year Budget was submitted January 15, 2014.
- Accomplishments for 2013 and Goals for 2014 were submitted to the Mayor.

c. Services:

- SMC Messaging – Directors voted to release other notifications via text messaging, such as for overdue materials. Further, notifications for material on “hold” can be done through phone messages, emails, or text messaging.
- The Aerohive hardware wireless management program (which will identify the number of people using Wi-Fi) was approved by the Directors for purchase and will be funded by the SLC. It was noted that this is necessary for State Aid. More than one unit may be required and Aerohive will be able to determine that number.
- The SLC will support MAC computers and tablets if libraries wish to provide them for their patrons. It was indicated that having one MAC computer at each branch should be pursued.

d. Staffing Issues:

- The Miller Branch supervisor submitted a letter to Human Resources requesting that she be demoted back to Branch Librarian. Human Resources is working with unions 1917 and 1250 regarding this voluntary staff demotion.
- Jennifer Willard is on the eligibility list for the Branch Librarian Supervisor position.
- Amy Nelson successfully completed her probationary period for Library Technician which left an opening for an Office Assistant.
- Human Resources has received the request to fill the vacant Office Assistant position.
- K. Czewski will begin a probation period for the Branch Librarian position.

e. Marketing/Outreach:

- eNewsletter update: The eNewsletter is written by John Robertson.
- The Water Billing mailing will include a notification to the community that those who work in Warren can obtain a Warren Library card.
- A letter containing information and services provided by the Warren Library will be included with the welcoming package that is sent to newly moved-in residents of Warren. Jacquelin Gartin will be asked to review the letter before it is used.
- Several upcoming events were identified in the current Newsletter.

f. Discussion Items:

- As a part of the renovations at the Busch and Burnette Branch Libraries, Engineering scoped the 30" sewer line under Burnette. There is consideration being given to obtaining the house next to Busch to expand the library's parking capacity.
- The SLC is eliminating its Sunday IT support.
- Michicard ended 12/31/2013 and MiLibraryCard began with 70+ libraries participating. That is fewer libraries than there was with Michicard. The MiLibraryCard is basically following the same rules and guidelines as Michicard.
- Zinio digital magazines are currently available. Circulations in December were under 300. A class will be held to improve understanding of the Zinio process.
- Five library staff members are interested in attending the Public Library Association conference in Indianapolis.
- A donation of \$500 from the Palmer family was made for the purchase of children's books in honor of Mr. & Mrs. Richard Palmer. Forty nine books have been ordered.

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

7. Audience Participation:

Joseph Hunt requested that the Controller's Office be invited to the Library Commission meeting to explain various budget items. He further recommended that funds from the Neighborhood Stabilization Fund be used for the demolition of the Busch Library building.

Karen Spranger supported renovations of the Busch and Burnette libraries to help in stabilizing the neighborhood.

8. Action Items:

- Purchase of institutional membership to ALA for \$1,800.
- Purchase iBoss filtering software for each library branch for \$795 each.
- Purchase replacement inserts for cracked/damaged sign displays outside the computer lab, the Twain room and two small study rooms.

- Ladak made a motion to approve each of the three action items, supported by Coach; motion carried.

9. Friends of the Warren Library:

It was indicated that the store will have evening hours when day light savings time returns. "Blue Light" specials are planned and could be held, as an example, every 15 minutes. And, various fund risers are being investigated.

10. S.L.C. Report—Frank Pasternak

Pasternak indicated that the SLC has new board members.

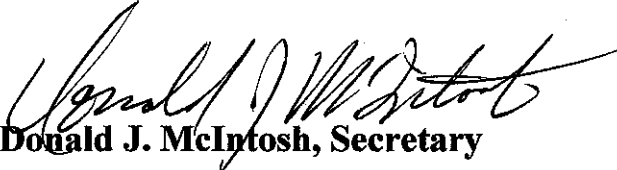
11. Commissioner's Comments:

Nothing at this time.

12. Next Meeting Date—March 20, 2014 at 7:00 PM

13. Adjournment:

McIntosh moved to adjourn the meeting at 8:53 PM, supported by Coach; motion carried.



Donald J. McIntosh, Secretary