

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

November 21, 2013

1. Call to Order:

The regular meeting was called to order at 7:02 PM by Frank Pasternak.

2. Roll Call:

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

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

McIntosh moved to excuse Doebler and Mocerri, supported by Palmer; motion carried.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of September 26, 2013:

Coach moved to approve the Minutes of the September 26, 2013 with the correction of the Discussion Item of the Director's Report to include that as a part of the renovations at the Busch and Burnette Branch Libraries the sewer lines are being cleaned and scoped; supported by Ladak; motion carried.

5. Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Report for the periods ending 10/01/2013 and 11/01/2013 were reviewed. Under the "Repair and Maintenance" budget item Urban indicated that she is looking into replacing the overhead lighting fixtures that will be able to use less expensive bulbs.

b) **Suburban Library Allocation Account:** As of October 31, 2013 the balance of the Allocation Account was \$49,204.81.

Palmer moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by Coach ; 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, 2013 cash and material recovered totaled \$127,494.94. The total cumulative expenditures paid out were \$53,698.21.

-Overdrive Statistics and Monthly Stats were reviewed. They indicated a growing increase in eBook usage.

b. Current Projects:

- The 2012-2013 Annual State Aid Report is ready to be submitted. The report identifies the number of programs the library has and the number of patrons being served (which was over 10,000).

- The DSLRT Report (covering library statistics) will be submitted by December 7, 2013. This report goes to all the libraries and indicates the direction the library is going.

c. Services:

- Tech Town for Tots will begin at the Civic Center Library and will be followed at the other branches. This program will provide young children with digital devices for them to become familiar with before they go to school.

- Seven Baby Lapsit kits have been purchased for circulation. Mothers can check them out to take home for up to three weeks.

d. Staffing Issues:

- Amy Nelson has passed her probation as a Library Technician.

- Update on the Library Technician job performance. Director and Branch Librarian Supervisor met with individual and addressed numerous issues. Employee reviewed webinars in Human Resources and was suspended for one day without pay.

- The Director met with Branch Librarian Supervisor regarding job performance. The employee reviewed webinars in Human Resources.

- The Library Pages have received their pay increases. Future raises will be based on merit using an evaluation sheet as criteria.

- A report entitled, "Hello? Do You know We're Here? Making Your Library's Presence Felt in Your Community", was compiled by John Robertson and written by K. Faba and L. McDowell.

- MLA Reports written by L. McDowell and P. Konkolesky contained many good ideas that the library supervisors can use.

- A good report on "Library for the Blind" was written by John Robertson.

- The September 6 and November 19, 2013 Supervisor Meeting minutes were provided.
- The Public Library Association Conference is scheduled for March 11-15, 2014 in Indianapolis. The SLC is arranging for bus transportation to the conference.

e. Marketing/Outreach:

- eNewsletter update: The eNewsletter is written by John Robertson.
- A positive response has been received from readers of the Quarterly newsletter that was sent to residents through their water bill statements.
- The Cobalt Survey, done every two years with the citizens of Warren, showed a rating increase from 75% to 82%.
- 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 will supervise the scoping of the 30" sewer line under Burnette. The scoping is scheduled for November 25, 2013.
- Several incident reports were discussed.
- New computers have been installed at the Busch, Miller, and Civic Center Libraries. The 22 replaced computers have been "wiped clean" and will be put up for sale on the internet.
- Text message holds notifications (SMS) are now available. E-mail notifications will not be sent if text message hold notifications are sent.
- At the request of the Warren Police Department, Wi-Fi is being shut off during the closed hours at the Burnette and Busch Branches.
- Two new payment types in Sirsi are: "cancel-found on shelf" and "cancel-staff error".
- Received a donation of seven or eight boxes of international language books from the St. Clair Shores Public Library.
- The 50th Anniversary celebration of the Dorothy Busch Branch was held October 12, 2013.
- Kim Schearer from the SLC requested a current address list for the December 2, 2013 Board Members breakfast.
- The Page Evaluation Form was revised and submitted to Supervisors for the yearly work performance evaluation.
- Computer usage has been standardized at the Warren library branches. "Guest" passes, good for one day, can be used at all of the branches.
- Pasternak will formulate a committee to review and update the Library Commission Bylaws which were last written in 1958.

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

7. Audience Participation:

Joseph Hunt said that the Warren Library is doing good; Commissioner's Meetings are well run and informative; and the library staff is doing an excellent job. He requested that the Commissioner's Meeting Minutes be available to the public. Karen Spranger suggested that the Burnette Branch should be replaced with a larger building. Three lots could be used.

8. Action Items:

a. Notary Service Fee: Notary Service will be free for those who have a valid Warren Library card and a \$5.00 service fee per document will be charge for all other patrons with a maximum amount of \$20.00 for four or more documents.

9. Friends of the Warren Library:

It was indicated that the Friends donated funds for the "Tech Town for Tots" program. Palmer stated that the Friends were considering expanding their opened hours, including possible evening hours. They were also considering informational Town Hall meetings at the Civic Center Library.

10. S.L.C. Report—Frank Pasternak

Pasternak indicated that members of the SLC are changing. SLC approved purchase of 60 electronic magazines.

11. Commissioner's Comments:

Coach requested an updated personal organizational chart. Urban said she will have one for the next Commissioner's meeting.

Palmer asked if there was an agenda for the December 2, 2013 SLC breakfast meeting.

12. Next Meeting Date—January 16, 2014 at 7:00 PM

13. Adjournment:

- Coach moved to adjourn the meeting at 8:48 PM, supported by Ladak; motion carried.


Donald J. McIntosh, Secretary