

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

December 15, 2016

### 1. Call to Order:

The regular meeting was called to order at 7:05 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Chris Doebler, Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lorie 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 15, 2016:

With the correction of the wording in the Burnette project description, Doebler moved to approve the Minutes of the Meeting of September 15, 2016, supported by McIntosh; motion carried.

### 5. Financial Reports:

- a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports as of 11/1/2016 and 12/1/2016 were reviewed and noted that the budget is in good standing and the library's finances are solvent.
- b) Suburban Library Allocation Account: As of 10/31/2016 the Allocation Account balance was \$6,723.32.
- c) Branch Income Report: The November, 2016 Branch Income Reports from the three library branches were reviewed.

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:

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#### a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through November, 2016, was reviewed. Since 2/1/2009, 8,044 accounts have been submitted with a total recovery (including "waived" amounts) of \$238,755.10. Expenditures total \$72,196.05.

- Annual Statistical Report: The Warren Public Library Statistical Report, covering the period July 1, 2015 through June 30, 2016 was reviewed. The report included statistics on revenue, circulation, computer services, resource sharing, patron services, collection maintenance, and programming. Urban indicated there are approximately 59,000 Warren resident library card holders, noting that is almost the same number of households (60,000) in Warren.

**b. Current Projects:**

- An update on the renovation/demolition projects of the Busch Library was given.
- Update on the upcoming Burnette project: Urban indicated there are renderings of the proposed site which included a library, an office for the mayor, a 24/7 mini police station, and a firehouse.
- Update on T-Mobile hotspots for circulation: Doebler reported that the hotspot he used worked very successfully. It was indicated that the device is secure and can log on 10 individuals at a time. The T-Mobile service costs \$34 per month. Patrons are charged \$5.00 for a one week circulation and if not returned fines are assessed at \$1.00/day until returned.
- Reviewed Newsbank database training for the reference staff.
- Boy Scout, Tyler Long, is creating a mural for the Busch Library.
- Twelve more early literacy backpacks were added to the library collection.
- LED lighting was installed in the staff work area November 13 and 14, 2016. LED lighting is being installed in the remainder of the library between December 12 and 26, 2016. It was noted that the LED lights will last ten years and they do not use ballasts.

**c. Services:**

- Received checks from SLC totaling \$3,974.73 for ProPay credit card transactions from 8/10/2016 through 10/25/2016.
- A check for \$25,691.20 was issued by the Michigan Department of Treasury for the calculated tax revenue lost due to the renaissance zone in our service area.

**d. Staffing Issues:**

- R. Mangini (Deliso) probation has been extended to January 31, 2017.
- April Libby, a former page at Miller, passed her probation period and is now working in the capacity of an Office Assistant.

- Several Civic Center staff members, Cyndi and Rebecca will be transferred to work at the Miller Branch between December 12 – 26 during the LED installation. Susan will be transferred to Burnette Branch during the LED installation.

The remainder of the Civic Center staff will stay at the Civic Center to work on programming.

- Andrea Mucha completed her coursework at Oakland Community College for her Library Technical Services degree (Associate in Applied Science) on August 24, 2016.

- On December 16, 2016, Joseph Guilino, from CARE, will present an in-service topic dealing with "Generational Differences in the Workplace".

**e. Marketing/Outreach:**

- An update was provided for the eNewsletter.

- The Warren Library hosted the SLC Zing Training workshop with staff members from WAM, WCV, and WMB attending.

- A segment of the annual December in-service was based on Miguel A. Figueroa's PowerPoint presentation, "Libraries of the Future." The presentation focused on present day trends and how they can be incorporated into library activities.

- The Warren Library received books from the Islamic Organization of North America. The books covered religious and political subjects. Six were kept at the Civic Center Library with the others going to the Burnette and Miller branches.

**f. Discussion Items:**

- Patron #6245 expressed concern regarding locks on bathroom doors at WCV. With the doors locked, it was stated that the bathroom could be used as a "safe" place with an active shooter in the building. Also, there is a way to unlock the doors (with a special key) if there was a need to do so.

- Patron #3463 was observed accessing objectionable sites on the internet. That individual has been temporarily blocked from using the WPL internet for three months; but if it continues, the blockage could be expanded.

- Prime Time Family Reading Time has completed its first year with 14 families participating each session. It was noted that the family receives a book and a meal for attending.

- Several staff members attended the Michigan Library Association annual conference in Lansing. Attendees wrote good informative reports.

- Three staff members attended STEM training in Jackson. Reports from this training were provided at the meeting.

- Two staff members attended Shake Up Storytime at the Clinton Macomb Library. Reports were provided.

- A \$1,000 donation was made by a Warren resident for the Dorothy Busch Library.

- Newsbank database training was provided for the reference staff.

- It was noted that four Warren Library Commissioners need to be reinstated.
- The DSLRT Report was submitted to Larry Neal for publication.

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

**7. Audience Participation:**

Mr. Lucky Hage, chairman of TIFA, discussed the two proposed sites under consideration for the Burnette project.

**8. Action Items:**

- Doebler made a motion to approve the 2017 Civic Center closures per Mayor Fouts request, supported by Barnwell; motion carried.
- Doebler made a motion to approve the re-appropriation of \$200,000 that was allocated for LED lighting to the Busch construction fund, and to approve the re-appropriation of \$174,300 from the Equipment Line Item to the special Revenue fund for the Busch project, supported by Barnwell; motion carried.

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

No reported items.

**10. S.L.C. Report-Frank Pasternak**

Pasternak reported that the SLC is financially solvent. SLC is discussing changing their computer system. Urban indicated she would e-mail the 2016 Annual SLC Report to the Commissioners.

**11. Commissioner's Comments:**

The Commissioners thanked Mr. Lucky Hage for attending the meeting and presenting information on the proposed sites for the Burnette project.

**12. Next Meeting Date: January 19, 2017 at 7:00 PM**

**13. Adjournment:**

Ladak moved to adjourn the meeting at 8:57 PM, supported by Coach; motion carried.



**Donald J. McIntosh, Secretary**