

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting November 17, 2011

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, and Carolyn Sherwood.

Also Present: Oksana Urban, acting Library Director and Mary Michaels, City of Warren Attorney's Office.

Doebler moved to excuse Carolyn Mocerri, supported by McIntosh: motion carried.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meetings of October 20, 2011:

Palmer moved to approve the minutes of the October 20, 2011 supported by Doebler; motion carried.

Approval of Minutes---Special Meeting of August 2, 2011: Doebler moved to approve the minutes of the Special Meeting of August 2, 2011 with the clarification and subsequent corrections under Action Items of the August 2, 2011 agenda, supported by McIntosh; motion carried except for Palmer who was not a commissioner at that time and for Coach and Sherwood who were absent from that meeting.

5. Reports:

a) **Monthly Line Item Budget Report:** It was stated that 46 computers were purchased and will be going to all of the Warren libraries except for the Busch library which had recently purchased new computers. It was indicated that the printers were not working with the new computers. Doebler responded that "parallel cards" could be purchased to resolve the issue. Palmer moved to receive and file the Monthly Line Item Budget Report, supported by Coach: motion carried.

b) Suburban Library Allocation Account: As of October 31, 2011 the balance in the Allocation Account is \$34,302.70. Doebler moved to receive and file the Suburban Library Allocation Account, supported by McIntosh; motion carried.

6. Director's Report:

a) Unique Management Report: The Unique Management Services Report, including accumulative totals, was reviewed. Through October 31, 2011 cash and material recovered totaled \$75,992.68. Total expenditures from April 2009 through September 30, 2011 was \$32,514.45.

b) Sunday Hours Report: The Sunday hours and who works them was clarified in the corrected minutes of the special meeting of August 2, 2011.

McIntosh moved to accept the Director's Report, supported by Coach; motion carried.

7. Audience Participation:

Lucky Hage thanked the commission for its part in resolving problems at the Burnette Library. Specifically, vines were trimmed and two large parking lot potholes were filled. The wall that was damaged by the snow removal operation last winter remains to be fixed. At Pasternak's requested, Lucky will send him photos of the damaged wall. Michaels will check to see if the wall has been or is scheduled to be repaired.

It was noted that only the City Clerk's Office can provide copies of the Commissioner's Meeting Minutes.

8. Action Items:

a) Position Criteria for New Library Director: Position criteria was reviewed at the Commissioners Special Meeting earlier today (November 17, 2011) at 4:00 PM. Doebler moved to table this item until the Special Meeting attentively scheduled for November 21, 2011 at 7:00 PM. at which time the final draft of the Library Director job description and position criteria will be available from the Human Resources Department for final review and agreement. The job posting and its timing will follow that agreement. Pasternak will contact Denise Williams to verify that the position document will be available for that meeting.

9. Friends of the Warren Public Library:

Sherwood indicated that the book store will be open every Friday from 9:00 AM to 12:00 noon as well as every third Saturday of the month. She also noted that they had recent sales of about \$600.

10. S.L.C. Report—Frank Pasternak:

Pasternak provided copies of the October 20, 2011 Suburban Library Cooperative Meeting minutes.

11. Commissioners' Comments:

No additional comments.

12. Next Meeting Date—December 15, 2011

13. Adjournment:

McIntosh moved to adjourn the meeting at 7:54 PM, supported by Coach; motion carried.

A handwritten signature in cursive script, appearing to read "Donald J. McIntosh".

Donald J. McIntosh, Secretary