

WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

October 18, 2012

7:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes – Regular Meeting of June 28, 2012 and September 27, 2012**
- 5. Financial Reports**
 - a. Monthly Line Item Budget Report
 - b. Suburban Library Allocation Account
- 6. Director's Report**
 - a. Statistics/Output Measures
 - Unique Management report
 - Overdrive statistics
 - Monthly Stats
 - b. Projects
 - Burnette wall update – Completed!
 - Office 365 staff email implementation – Completed!
 - Beebe Street Building update
 - Library wages survey/study
 - ICF chairs at Civic Center update – Bid being prepared for MITN
 - WCV Lights update – Man Lift repaired
 - Light covers removed from WMB overhead lights
 - Burnette/Busch Renovation RFP Draft being reviewed with Purchasing
 - New: State Aid Application and Annual report

- Planned projects: Copy/fax machines at smaller branches, WAM Circulation millwork desk cut, RFID self check at WAM, self check upgrades at WCV, Tag station for WCV, projector and screen for WMB/WDB, Office 365 Team site for Library Intranet
- Strategic Plan, Staffing audit, Policies review (dress code, AV circulation, patron behavior, claims return, borrower eligibility, unattended children, meeting room)

c. Services

- SirsiDynix system moving to SaaS (down 2 days in November)
- New databases: ProQuest Historical Detroit Free Press (1831-1922) & Historic Map Works

d. Staffing Issues

- MLA Conference attendance
 - WCV: Babcock, Faba, McDowell
 - WMB: Bieszka
 - WDB: Knecht, Mucha
 - WAM: Lindsay, Willard, Kroenig-Coppens
 - WHQ: Lambert, Robertson
- Vacant LTA posting
- Staff training – Evanced programming calendar
- Planned: work study students

e. Marketing/Outreach

- eNewsletter Launch
- Warren Weekly – Library Feature on Banned Books
- National Friends of the Library Week
- Developing marketing checklist for programs

f. Events

- Upcoming Events: Ghost hunters program 10/29, Elmore Leonard 11/8, Face Reading 11/28
- New classes: Computer classes, e-reader petting zoo 11/8 (WCV), 11/20 (WAM)

g. Discussion items

- Commission reappointments
- Photography studio issue

7. Audience Participation

8. Action Items

9. Friends of the Warren Public Library

10.S.L.C. Report – Frank Pasternak

11.Commissioner's Comments

12.Next Meeting Date – November 15, 2012

13.Adjournment