

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

November 15, 2012

1. Call to Order:

The regular meeting was called to order at 7:00 PM by Chris Doebler.

2. Roll Call:

Commissioners Present: Richard Palmer, Annette Coach, Chris Doebler, and Carolyn Mocerì.

Palmer moved to excuse Pasternak, McIntosh, and Sherwood, supported by Coach; motion carried.

Also Present: Deb Lambert, Library Director

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of June 28, 2012 and October 18, 2012.

Palmer moved to approve the Meeting Minutes of June 28, 2012 with the correction that Carolyn Sherwood was not excuse as she was in fact present, supported by Mocerì; motion carried. Mocerì moved to approve the meeting minutes of October 18, 2012, supported by Coach, with Palmer abstaining; motion carried.

5. Reports:

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Report for the period ending 11/01/2012 was reviewed. Mocerì 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, 2012 the balance of the Allocation Account was \$40,361.27. Coach moved to receive and file the suburban Library Allocation Account, supported by Mocerì; 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 2012 cash and material recovered totaled \$102,148.13. The total cumulative expenditures paid out were \$46,099.47.
- Overdrive Statistics: Not available.
- Monthly Stats: Not available.

b. Current Projects:

- AWE Early Literacy Station Statistics and Upgrade: Upgrades have been included in the budget which considers maintenance items for next year.
- Marketing checklist: Noting new but making sure that all of our programs are being advertised.
- PFLAG Collection Development Donation to SLC Libraries: Materials to be donated to all SLC libraries.
- WCV Lights Update: Light repairs completed without the repair of the lift.
- State Aid Application and Annual Report: Report is underway
- DSLRT Survey: It is a survey done on wages.
- Public Fax Machines for all branches on Order: Will be available in four to six weeks.
- WCV Chairs: The new chairs have been selected and the plan was to go to city council for approval as a sole source purchase. However, it did not appear on the city council agenda.
- RFID Project: Waiting for 3M quotes in order to go to city council for approval.
- LCD Projector and Screen: To be ordered for WDB and WMB.
- Newspaper Rack for WDB: On order.
- Slatwall Accessories for Literature Racks: On order.
- Miller 2012 Wish List Item: Task chairs will be in next year's budget.
- Networking Copier/Printer/Scanner/Fax for WAM: Color printer to be networked and will permit eliminating the jet printers and save on ink cartridges.
- Magazine Order has been place on MITN: Bids were due 11-14-2012 and we will be able to place our order for magazines next year.
- Tumblebooks ebooks Subscription: On order.
- Burnette/Busch Renovations: The RFP being drafted is on hold and will be discussed later.
- Beebe Demolition Update: The equipment is in place to tear down the building.

- Strategic Plan/Review of Policies: The following supervisors will update the noted policies:

- * Bieszka—Dress code (to obtain consistent policy for all library branches)
- * Knecht—AV checkout periods, fees, and fines (esp \$1 fee for DVD rentals)
- * Lambert—Patron behavior and claims return
- * Urban—Meeting rooms

c. Future Projects:

- WAM Circ Desk Cut: Looking for woodworkers and carpenters.
- Featured Collections eNewsletter—New or librarian recommended titles (Books, DVDs, CDs, and eBooks): To be assigned to staff to match collection development duties.
- Cash Handling Audit:
- Security at Burnette:
- Office 365 Team Site for Library Intranet:

d. Services:

- SirsiDynix System Migration Status: This was scheduled for November 12-14.
- SirsiDynix Public Catalog Upgraded to Enterprise from eLibrary.

e. Staffing Issues:

- Staffing Audit:
- MLA Conference Attendance (Cyndi Knecht's poster session): Eleven members from the Warren libraries attended. They will be asked to summarize the sessions they attended and identify at least two things they would like to implement at our libraries.
- Vacant LTA Position:
- Vacant Librarian Position at WAM: This resulted from Lynnette Schmoock retiring from her position. This will result in a number of other position moves within the library staff.
- New Announcements: Oksana Urban informally announced her retirement effective next month. Also Deb Lambert announced her resignation as Library Director effective December 21, 2012. There was a discussion to ask Sharon Lindsay to take the position of interim director—and she joined the meeting at which time she was asked if she would be willing to become the interim director. She agreed. It was noted that we would review her interim appointment with the mayor before it became official.

- Advanced Programming Calendar:
- Advanced Study Room Reservation Management:
- Planned: Work Study Students: To be worked on in the future.

f. Marketing /Outreach:

- eNewsletter Update: The eNewsletter is a success with over 100 subscribers at this time.
- Developing Marketing Checklist for Programs:
- Upcoming Events: Dr. Youn (11/15), Alzheimer's Workshop (11/8 & 11/15), Miller Scrapbooking Program (11/19), Face Reading (11/28), and WAM e-reader petting zoo (11/20).

g. Discussion Items:

- Priority Projects: It was suggested that Lambert prepare a list of the projects that should be completed before she leaves as well as the ones that should be continued and completed after she leaves.
- Wage Study: The discussion was primarily related to the maximum wages of the pages. Any wage increases would have to be reviewed with the mayor and approved by city council. Lambert will prepare the wage increase proposal for review and approval by the library commissioners at the December commissioners' meeting.
- Jeans Day/Dress Code: The code definition is available.
- Examining Materials at Checkout, Charging for Wear and Tear on Materials: There is a proposal to reduce examination of library materials when they are being checked out to speedup the checkout process, and to do an examination for beyond normal usage of the materials when they are checked in.
- Repeal of Michigan's Personal Property Tax Proposals: The Library could loss up to \$700,000 annually.

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

7. Audience Participation: The following comments were made by a member of the audience:

- There was continued comments from the previous meeting regarding opposition to the DVD rental charges.
- Progress with the work being done at the library and the successful implementation of several projects was acknowledged.
- There were comments related to the library budget and whether the moneys in the budget are being used to support the primary purpose of providing materials for the library patrons.

8. Action Items:

- a. Discussion and Consideration of Closing libraries on the following Sundays: 12/23/12, 12/30/12, and 12/29/13: Coach made a motion to approve these closure dates and revise the library calendar, supported by Mocerri; motion carried.
- b. Discussion and Consideration of closing all branches at 5:00 PM on Wednesday 11/21/12: Mocerri made a motion to approve the closing of all branches at 5:00 PM on 11/21/12, supported by Palmer; motion carried.
- c. Reappointment of Commissioners: This item was deferred as the commissioners could not take any action on the reappointment of commissioners.
- d. Approval of Sharon Lindsay as interim Library Director: Palmer suggested that the commission talk to the mayor first and approve her interim appointment at the Commissioners' December 20 meeting.

9. Friends of the Warren Library:

- Lambert indicated that the "Friends" were discontinuing their relationship with Michigan Based Books.

10. S.L.C. Report—Frank Pasternak:

- Lambert stated that the system upgrade has being completed. In addition, they are looking at adding a resource module that would put eBooks into a library's catalogue with a linkage to the eBook website.

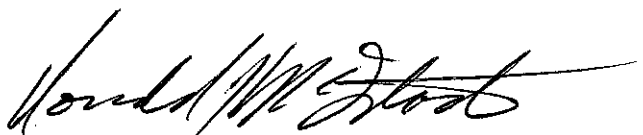
11. Commissioner's Comments:

- Palmer stated that it was nice to see small groups of students in various parts of the library.
- Doeblner stated that he (as well as the other commissioners) was sorry to see Lambert resign but did support her decision to leave.

12. Next Meeting Date—December 20, 2012 at 7:00 PM

13. Adjournment:

Mocerri moved to adjourn the meeting, supported by Coach; motion carried.



Donald J. McIntosh, Secretary