

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

September 22, 2012

1. Call to Order:

The regular meeting was called to order at 7:01 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Frank Pasternak, Richard Palmer, Annette Coach, Chris Doebler, Carolyn Sherwood, Don McIntosh, and Carolyn Mocerri.

Also Present: Deb Lambert, Library Director.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of June 28, 2012:

Because the Meeting Minutes were not available their approval was tabled.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for the periods ending 7/1/2012, 8/1/2012, and 9/7/2012 were reviewed. It was noted that with City Council approval, \$59,000 was put back into the budget.

b) Suburban Library Allocation Account: As of August 31, 2012 the balance of the Allocation Account was \$41,598.23 carried.

Doebler moved to receive and file the Monthly Line Item Budget Report and the Suburban Library Allocation Account, 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 August 2012 cash and material recovered totaled \$96,957.44. Total expenditures paid out were \$41,383.00.

-Summer Reading Program Results: Four charts illustrated the Summer Reading Program for infants, children, teens and adults covering the years 2008 through 2012.

- Branch by Branch Comparisons: Nine charts compared various measurable aspects of the four Warren libraries.

b) Projects:

- Beebe Street Update: Scheduled to be completed by the end of October. One consideration for use of the property is a parking lot for use of the Friends of the Library.

- Burnette Wall Update: Work is underway.

- ICF Chairs at Civic Center Update: Bad chairs are put in storage with plans in place for purchasing replacement chairs.

- WCV Lights Update: Some light ballasts can be replaced but others by their location can not be replaced. Will need special lift to be able to reach them.

- Completed Projects: Miller Library (WAM) chair reupholstery, Civic Center Library (WCV) window film, and WCV carpet repair.

- Carpet Cleaning Completed at all branches: It was commented that the cleaning should be done annually.

- New Website Launched June 21; Social Media Team started September 18. It was noted that each branch has a representative on the teams to provide input.

- SirsiDynix System Moving to Saas: This will require two down days in November.

- Burnette/Busch Renovation Project Timeline and RFP Draft: The proposed project is estimated to cost \$1.5 million with completion by June, 2013. A Library commissioner was requested to be on the RFP Committee; Palmer indicated he would consider being a representative on the team. In addition, Pasternak said he would send an email requesting a volunteer.

- Security at Burnette (Guard and Cameras):

- Used Computer Sale: 150 used computers sold.

- Suspended Projects: Because of current budget problems, three large monitors at WCV have been suspended for now but may receive funding next year.

- New Priority Projects: New light covers at WMB (a need for more light); Tag station for WCV; projector and screen for WMB/WDB (this would allow these libraries to be able to participate in some programs that they can not currently do); WAW Circulation millwork desk cut; copy/fax machines at smaller branches (these machines are broken down most of the time)

- Strategic Plan, Staffing Audit, Computer Equipment Audit, Policies Review: The objective is to have common policies and practices across all branches.

c. Staffing Issues:

- MLA Conference Attendance: 11 will be attending in Dearborn.
- Staffing Changes: Koger resignation, Robertson reporting change, Corsi increased hours, Bieszka & Faba reclassification, LT posting, and a plan for work study students.
- Staff Training: City e-mail/calendar, Overdrive ebooks, Social Media, and Advanced Calendar. It was noted that training our staff on E Books is important to increasing E book awareness and usage.
- Director's Workshop attendance: Lambert attended noting that the second day of the workshop covered advanced material and was beneficial.

d. Marketing/Outreach:

- Newsletter Revision: A draft of the revisions that will appear in the Winter issue was passed around for review and comment.
- Van Dyke Sign Schedule
- Warren City Calendar: It was stated that we are planning a year out to put library events on the Calendar.
- TV Warren PSAs/Programming:
- National Library Card month promotion:
- Developing Marketing Checklist for programs:
- Library booth at Owen Jax Farmer's Market:

e. Events:

- Upcoming Events: College Fair (9/2), Elmore Leonard (11/8), and Holiday Party (12/20).
- New Classes: Computer classes and e-reader petting zoo: It was noted that computer classes are full. The computer basic classes are free, while there will be a charge for the advanced classes.
- Upcoming Opportunities: Digital Bookmobile in the summer of 2013 (which will include training in the use of e-books) and a Library tent at the 2013 Warren Birthday Bash.

f. Discussion Items:

- Pay raises for pages and subs: The City's initial reaction is that they can not support these pay raises because no one else in the City is getting raises. Lambert will research into what other libraries are doing in this regard.
- State Personal Property Tax Issue: It was indicated that the elimination of this tax would have a significant negative impact on the funding of the library.

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

7. Audience Participation: none

8. Action Items:

- a. 2013 Regular Meeting dates: Doeblner moved to accept the proposed 2013 dates, supported by Palmer; motion carried.

- b. Purchase of a Dell laptop computer for \$1,236.96: This computer will be used to share among the library branches for computer training purposes. Coach moved to agree with the purchase of the computer, supported by McIntosh; motion carried.

- c. Commission Expired Terms: Those that were expiring agreed to continue.

9. Friends of the Warren Library:

Sherwood stated that the "Michigan Books On Line" organization look at our books and take the ones they can sell, giving the "Friends" ½ of what they sell them for.

10. S.L.C. Report—Frank Pasternak:

Of the several items discussed, one was Centralized Purchasing.

11. Commissioner's Comments:

Coach said she attended the Council of Commissions meeting in which the October 16 Jazz event and the City Birthday Bash were discussed.

Doeblner requested Library Commission Meeting Minutes be posted, and that he would like to have the minutes of library supervisors' meeting available for the Library Commissioners.

12. Next Meeting Date—October 18, 2012 at 7:00 PM

13. Adjournment:

Coach moved to adjourn the meeting at 9:13 PM, supported by Palmer; motion carried


Donald J. McIntosh, Secretary