

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

February 21, 2013

1. Call to Order:

The regular meeting was called to order at 7:02 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Annette Coach, Chris Doebler, Don McIntosh, and Frank Pasternak.

McIntosh moved to excuse Mocerri, supported by all but Coach; motion carried.

And, McIntosh moved to excuse Palmer, supported by Coach, motion carried.

Also Present: Oksana Urban, Warren Library Director and Walt Connolly, City of Warren attorney.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of December 20, 2012:

McIntosh moved to approve the minutes of the December 20, 2012, supported by Coach; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the period ending 2/15/2013 was reviewed.

b) Suburban Library Allocation Account: As of January 31, 2013 the balance of the Allocation Account was \$42,866.65. There was an increase of \$2,550 from the previous report resulting from the sale of the used computers.

Coach moved to receive and file the Monthly Line Item Budget and the Suburban Library Allocation Account, supported by McIntosh; 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 December

2012 cash and material recovered totaled \$105,873.57. The total cumulative expenditures paid out were \$43,998.20.

-Overdrive Statistics and Monthly Stats were reviewed.

b. Current Projects:

- The Stated Aid Report was completed and filed 1/11/2013.
- WCV self-check upgrades were completed. It was noted that the self checking system is available and its available needs to be known to the library users.
- Strategic plan/Review of Policies:
 - Approved Dress Code Policy has been distributed and its implementation began 2/1/2013.
 - Policy/Procedure Manual was addressed at the Supervisor's Meetings of 2/1/2013 and 2/7/2013. There was a suggestion to have the library employees sign off on the manual
 - 2014 Fiscal year budget was complete and submitted 1/22/2013. Met with the Mayor and Budget Committee on 2/13/2013.
 - NCIP – SLC Board approved its installation by 3/1/2013. This software will allow our libraries to “talk” to other libraries resulting in more communication efficiencies.
 - Renovation projection of Busch and Burnette Libraries. It was noted that the Renovation committee has not yet been formed and that the RFP has not been put out at this time because the Committee must approve it. Urban recommended that the Busch library be renovated first followed by Burnette.

c. Services:

- Public Fax services will begin at each branch. The Civic Center received approximately \$4,200 last fiscal year for this service.
- Notary service is available at the Civic Center and the Miller Libraries. Kathy Faba and Jennie Willard are both notaries. The amount to charge for this service must still be determined.
- John Robertson has created a link to the City Website and the Q-Alert Service Request site. It is on our Web Page and links to the City of Warren website.

d. Staffing Issues:

- Vacant Lt, Branch Librarian and branch Librarian Supervisor positions: Lists are available and HR will be testing for the branch Librarian Supervisor position.
- LT from Miller Library was transferred to the Civic Center for training and an Office Assistant from the Civic Center was transferred to the Miller branch on 1-22-2013.
- Faba, McDowell, and Robertson attended the Detroit Suburban Librarians Roundtable meeting on 1-8-2013. It was noted that their summary report was well received.

- Kristen Czewski accepted the position of Branch Librarian and has begun training at the Civic Center Library 2-8-2013. Probation will continue until 3-14-2013.
- Kathy Faba will train for Resource Description and Access.

e. Marketing/Outreach:

- There was an update on the eNewsletter.
- Several upcoming Events (all free) were reviewed.
- The SLC will be issuing lawn signs for the Summer Reading club
- Gleaners Food for Thought Program will be done the month of April in honor of National Library Week.

f. Discussion Items:

- Jeans Day: A donation of \$249 was sent to the Macomb Literacy Partners.
- Recycle books through MCLS; they will recycle or sell everything.
- Bed bug issues: Sprays are being used on books (which is where they can be found).
- Personal Items are brought into the library.
- Enrolled House Bill No. 5459 was discussed.

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

7. Audience Participation:

There was no audience at the meeting.

8. Action Items:

- American Library Association Membership/Conferences: The fees of \$1,300 would come from the Allocation Account. Doebler made a motion to pay the membership fees, supported by Coach; motion carried.
- Replacement Chairs for the Civic Center: Doebler made a motion to purchase the library chairs as discussed, supported by McIntosh; motion carried.
- 2014 Fiscal Year Budget: Doebler made a motion to accept the budget, supported by McIntosh; motion carried.
- Writing Class March 7 & 8 (\$425.00): Plan for Lynn Bieszka to attend. Coach made a motion to have Bieszka attend the Writing Class, supported by Doebler; motion carried. The cost would come from the Allocation Account.

9. Friends of the Warren Library:

10. S.L.C. Report—Frank Pasternak

- Pasternak indicated that he attended the last meeting where the House Bill to eliminate personal property tax was discussed.

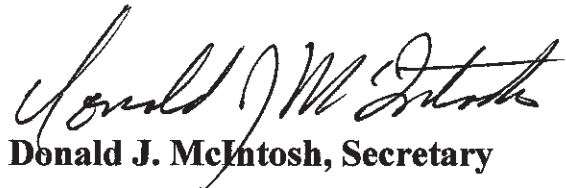
11. Commissioner's Comments:

- Coach stated that the Council of Commissioners meeting had a speaker talking on the environment. Further, the Commissions dinner is scheduled for May 20, 2013.

12. Next Meeting Date—March 21 at 7:00 PM

13. Adjournment:

- Coach moved to adjourn the meeting at 8:19 PM, supported by McIntosh; motion carried.



Donald J. McIntosh, Secretary