

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

March 20, 2014

**1. Call to Order:**

The regular meeting was called to order at 7:07 PM by Chris Doebler.

**2. Roll Call:**

**Commissioners Present:** Annette Coach, Richard Palmer, Don McIntosh, Carolyn Mocerri, and Zosia Ladak.

**Also Present:** Oksana Urban, Warren Library Director and Jacqueline Gartin, City of Warren Attorney.

Palmer moved to excuse Pasternak; supported by Coach; motion carried.

**3. Approval of Agenda:**

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

**4. Approval of Minutes—Regular Meeting of January 16, 2014:**

Coach moved to approve the Minutes of the January 16, 2014; supported by Ladak; motion carried.

**5. Reports:**

a) **Monthly Line Item Budget Report:** The Monthly Line Item Budget Reports for the periods ending 2/01/2014 and 3/01/2014 were reviewed. They indicated that the budget is being met.

b) **Suburban Library Allocation Account:** As of February 28, 2014 the ending balance of the Allocation Account was \$35,798.34. As a result of the used computers being sold \$450.00 was added to the Account. It was indicated that there are several more computers to be sold at a cost of \$100 apiece—a good buy.

Mocerri moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, 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 February, 2014 cash and material recovered totaled \$138,052.63. The total cumulative expenditures paid out were \$53,798.45.
- Overdrive Statistics and Monthly Stats were reviewed. As a result of the growing increase in eBook usage more of the most popular eBooks will be purchased.

### **b. Current Projects:**

- The Mayor concurs with the new footprint for the Busch Branch Library. It will contain 6000 sq.ft. including a computer lab. It was stated that the City is trying to buy the house on the SW side of the library for additional parking.
- TIFA unanimously voted for the property expansion at the Burnette Branch Library. They donated the two lots north of the library. The TIFA needs to deed the property to the library.
- Construction of the libraries is scheduled to begin 2014/2015 for the Busch Branch and 2015/2016 for the Burnette Branch.
- Interworks Co. will begin pulling cables through for WiFi. This will be paid for by the SLC.
- NCIP update: The computer language will allow our computer to communicate with MelCat thus having one system for circulation instead of two systems.
- We are researching available grants through Semcog. ECVIS is a database for funding. L. Bieszka attended a workshop for grant writing and will submit for any grants found.
- CDBG will have \$200,000 available in the 2015/2016 fiscal year.
- We will ask TIFA for funding towards construction of one meeting room at the Burnette Branch.

### **c. Services:**

- Cyber Zoo for Tots (digital devices for tots) is available at the Civic Center Library.
- Patron application has been changed to accommodate the needs via iPhones or smartphones for the SMS system. This message notification system will send messages for charges, fines, and notification of materials on hold.
- Blue Cloud Commerce Pro-pay will allow Visa, Discovery, and Master Card payments. The SLC will disperse the payments received to each library. We will pay

fee of 2.6%. For any payment made through Enterprise the patron will be charged a fee of \$.50. At this time the system does not have the capability of accepting donations.

- 24/7 fax service through email: We are not going to offer this service since it is more expensive than the fax service we are currently providing. Our charge for faxing is \$1.00 for the first page and \$.25 for each subsequent page.

**d. Staffing Issues:**

- C. Knecht was demoted to Branch Librarian on 3/7/2014.
- Jennifer Willard declined the offer for the Branch Librarian Supervisor position.
- The new Office Assistant, Kelly Bishop, began her training on 3/10/2014 at the Civic Center Branch and will be on probation for six months.
- Three staff members will attend a workshop in Novi on 4/10/2014 called "Securing Your Library in Troubling Times". This is an introduction to handling of an "active shooter".
- Reports from O. Urban, J. Robertson and L. Martin who attended the Public Library Association (PLA) 2014 Conference March 13-15, 2014 are available. Urban will discuss "Technology's Future at Public Libraries" at a future time.
- L. Martin provided a report on MI KidLib Unc

**e. Marketing/Outreach:**

- eNewsletter update: The eNewsletter is being redone.
- Several upcoming events were identified in the current Newsletter.

**f. Discussion Items:**

- Received State Aid of \$39,147.04 on February 24, 2014.

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

**7. Audience Participation:**

Joseph Hunt indicated satisfaction in what was being done with the funds obtained through the mileage approved in 2010. He also questioned if the library owns property. He further stated that making it easier to get into the Busch and Burnette Branches in the renovation plans was a good idea.

**8. Action Items:**

- Recommendation to have a Commissioner to sit on the Committee of the Whole for the renovations of the Miller and Busch Banches: Palmer and Mocerri agreed to be on the committee. Other Commissioners interested in being on the Committee can contact Urban.

- Beginning in April, 3M will no longer support XP for two units. An upgrade service pack refresh kit for Windows 7 is required. 3M quoted \$7,992 to provide this service. Mocerri made a motion to purchase this service from 3M for \$7,992. supported by Coach; motion carried.

- Approval of Section I and II of the policy manual: Palmer requested that this item be tabled until a future meeting to provide an opportunity to review the manual revisions. Mocerri made a motion to table the approval until there was a chance to review the material, supported by Coach; motion carried.

**9. Friends of the Warren Library:**

It was indicated that the store is considering evening hours when day light savings time returns.

**10. S.L.C. Report—Frank Pasternak**

Nothing to report.

**11. Commissioner's Comments:**

Urban will let the Commissioners know when she is scheduled to go to the City Council with the budget.

**12. Next Meeting Date—May 15, 2014 at 7:00 PM**

**13. Adjournment:**

McIntosh moved to adjourn the meeting at 8:48 PM, supported by Coach; motion carried.

  
Donald J. McIntosh, Secretary