

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

April 18, 2013

1. Call to Order:

The regular meeting was called to order at 7:09 PM by Frank Pasternak.

2. Roll Call:

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

Also Present: Oksana Urban, Warren Library Director.

3. Approval of Agenda:

Palmer moved to approve the agenda, supported by Coach; 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 4/01/2013 was reviewed. The question was raised as to why \$127,000 was removed from the "Library" budget and why the Commission was not notified of this prior to the City Council budget hearings.

b) Suburban Library Allocation Account: As of March 31, 2013 the balance of the Allocation Account was \$42,295.61. There was a deposit to the account of \$400 from "retired" computers that were sold. It was noted that ten more computers will be purchased for the Busch and Burnette branch libraries.

Coach moved to receive and file the Monthly Line Item Budget and the Suburban Library Allocation Account, supported by Doebler; 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 March, 2013

cash and material recovered totaled \$112,741.07. The total cumulative expenditures paid out were \$46,155.15.

-Overdrive Statistics and Monthly Stats were reviewed. After the yearly January OverDrive eBook Usage dip, the uptrend rebounded in February.

b. Current Projects:

- Strategic plan/Review of Policies:
- Policy/Procedure Manual are being addressed at the Supervisor's Meetings. It was indicated that the "Policies" will go into the Introductory package given to new library patrons.

c. Services:

- The Staff is investigating the possibility of offering Passport services at the Civic Center Library. There would be a charge for the service.
- The Administration will offer laminating services to the public.
- Notary service is available at the Civic Center and the Miller Libraries.

d. Staffing Issues:

- Testing has been completed for the Branch Librarian Supervisor position and the results were certified at the Civic Service Commission meeting on March 20, 2013. John Robertson has accepted the position and will be on probation at WCV for six months.
- The probation period has been unsuccessfully completed by the prospective candidate for the Branch Librarian position on March 15, 2013. As a result, Lorena McDowell has accepted the position and has successfully completed the probation period April 18, 2013.
- The interviewing process has been completed for the LT position, with the position being offered to Lisa Martin who began training at the Civic Center Library April 17, 2013.

e. Marketing/Outreach:

- eNewsletter update: It identifies new services being offered by the library.
- Several upcoming Events (all free) were reviewed:
- Identity theft: to keep your personal information safe. To be done by the Warren Police Department May 2, 2013.
- "Abe Lincoln, Mark Twain, and the Civil War" presentation by Dave Ehlert from Branson Shows on May 6, 2013. It was indicated that signing up in advance is required.

f. Discussion Items:

- Replacement chairs have been delivered and are all good.
- Beebe lot update: A neighbor, who want to use the property as a garden, has expressed an interest in renting it.
- State aid totaling \$33,407.82 has been received.
- Broken ICF chairs update: Assistant City Attorney, Walter Connolly Jr., has written a letter to Library Design associates Inc. and Nienkamper Corporate Office seeking reimbursement for the broken chairs.
- Warren Farmers Market Community Tent: Participation in the Farmers Market by the Warren Library was discussed with concerns expressed regarding payment to those involved in it.
- Filling the vacancy of the Library Commissioner/Trustee: Zosia Ladak will be interviewed by Mayor Fouts as the next step in her acceptance to the position.

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

7. Audience Participation:

Joe Hunt stated that Urban had presented the concern of the \$127,000 reduction in the Library budget to the City Council in their budget review very well. He further indicated that this issue should be raised to the City Legal Department.

8. Action Items:

- a. Photographs and Videos of Patrons policy: Doebler made a motion to approve the policy, supported by Mocerri; motion carried.
- b. Patron Code of Conduct policy: Coach made a motion to approve the policy, supported by McIntosh; motion carried.
- c. MLA Organizational Membership Dues of \$1,873.00: Doebler made a motion to approve the allocation for the dues, supported by Coach; motion carried.
- d. OverDrive Digipalooza Conference of August 1-4, 2013 at a cost of \$199 plus hotel and travel expenses: Plan for John Robertson to attend. It was indicated that a report would be prepared by John on his return. Palmer made a motion to have John Robertson attend the Conference, supported by McIntosh; motion carried.

9. Friends of the Warren Library:

It was reported that there would be a ½ off book sale this weekend. It was further suggested that a banner highlighting Library Week be constructed with pictures of the library staff holding books.

10. S.L.C. Report—Frank Pasternak

- Pasternak indicated that he did not attend the last meeting and has nothing to report.

11. Commissioner's Comments:

- Coach stated that the Council of Commissioners Annual Commissions Appreciation Dinner is scheduled for May 20, 2013 (Monday). Coach also requested that the list of commissioners be updated.
- Palmer recommended that Pasternak write a letter to the City Attorney's Office regarding the 2014 Library budget issue of removing library budget money (in this case, \$127,000) without involving the Library Commissioners and further we would like to have the original budget restored. Pasternak will draft the letter and have the Commissioners review and comment on it before it is sent.

12. Next Meeting Date—May 16 at 7:00 PM

13. Adjournment:

- McIntosh moved to adjourn the meeting at 8:59 PM, supported by Coach; motion carried.


Donald J. McIntosh, Secretary