

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

May 30, 2013

### 1. Call to Order:

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

### 2. Roll Call:

**Commissioners Present:** Chris Doebler, Frank Pasternak, Annette Coach and Zosia Ladak.

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

Doebler moved to excuse McIntosh, Mocerri, Palmer, supported by all, A. Coach second the motion.

### 3. Approval of Agenda:

Doebler moved to approve the agenda with Addendum, supported by Coach; motion carried.

### 4. Approval of Minutes—Regular Meeting of April 18, 2013

#### 5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the periods ending May 3, 2013 was reviewed.

b) Suburban Library Allocation Account: As of April 30, 2013 the balance of the Allocation Account was \$62,792.81. There was an increase for 2012/2013 Allocation Disbursement from the previous report.

Doebler moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, 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 April 2013

cash and material recovered totaled \$114,683.30. The total cumulative expenditures paid out were \$46,674.25.

-OverDrive Statistics and Monthly Stats were reviewed. OverDrive statistics had a slight downward trend. Statistical Monthly reports were reviewed.

**b. Current Projects:**

- Strategic plan/Review of Policies:

-Policy/Procedure Manual is nearing completion. There were no revisions on the Policy Manual since 2009.

**c. Services:**

- Water bill mailer generates interest in library programs and services.

**d. Staffing Issues:**

- Connie Difatta retired June 30, 2013 and her position was filled from the established list by Lisa Martin who had in previous years worked for Warren.

**e. Marketing/Outreach:**

- eNewsletter update: Identifies new services being offered by the library.

- Summer Reading Club begins June 15, 2013 – August 3, 2013. Registration will be conducted online as well as in person at each branch. The Library will give lawn signs to children who complete the Summer Reading Program. All programmed events are free to the public. Kickoff party will have a Laser Tag event for Teens.

**f. Discussion Items:**

- Detailed written reports for Spring Institute attendance were by Sharon Lindsay and Jennifer Willard.

- Introduced Zosia Sylwanowicz Ladak, a newly appointed Trustee for the Warren Library Commission on May 14, 2013.

- Summer hours remain the same for all Warren libraries.

- Correspondence to Mr. Mark Frankel, attorney for Library Design Associates Inc. was sent by Walter Connolly regarding the defective library chairs.

- A letter addressing budget hearing issues was composed by Frank Pasternak and sent to Judge Biernat and Judge Biernat forwarded the letter to Robert Maleszyk, Budget Director.

- Renovation of Busch and Burnette Branches are being delayed in order to check the sewer lines for soundness. The sewer lines run underneath the Burnette Branch.

- WPL collected 302 pounds of food for Gleaners Food for Thought program in April.

Doebler moved to receive and file the Director's report supported by Coach.

**7. Audience Participation:**

- A member of the audience discussed Michicard and MeL, the Michigan Electronic Library.

**8. Action Items:**

a. Closed dates for 2014 were approved. Doebler made the motion to approve, Coach supported the motion.

b. Library Commission will meet every other month in 2014. Doebler made the motion to approve, Ladak supported motion.

c. Electronic Cigarette policy was added to the Patron Code of Conduct and Policy Manual. Coach made the motion to approve, Doebler supported the motion.

d. Internet access at all four branch libraries should be consistent. Coach made the motion to approve, Doebler supported the motion.

e. ALA Conference in Chicago will be attended by J. Robertson, L. Bieszka, and J. Babcock. Doebler made the motion to approve, Coach supported the motion.

f. Approval was received to purchase 13 Dell Optiplex 7010 MT computers to replace 8 at Miller, 1 at Burnette, 1 at Busch and 3 at Civic Center for a total cost of \$7,370.35. Coach made the motion to approve, Doebler supported the motion.

g. Addendum item: Extend library privileges to all Warren workers by issuing employees a Warren Worker Courtesy Card which expires in 1 year. Doebler made the motion to approve, Coach supported the motion.

h. Addendum item: MLA membership renewal fees of \$85.00 are to be paid for library staff that possessed an MLS degree. Doebler made the motion to approve, Ladak supported the motion.

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

- Discussed fund raising ideas.

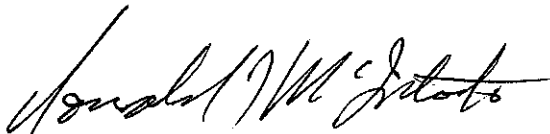
**10. S.L.C. Report—Frank Pasternak**

- Nothing to report.

**11. Commissioner's Comments:**

**12. Next Meeting Date—June 30, 2013**

**13. Adjournment: 9:32 p.m.**



**Donald J. McIntosh, Secretary**