

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

June 20, 2013

### 1. Call to Order:

The regular meeting was called to order at 7:05 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Chris Doebler, Frank Pasternak, Carolyn Mocerri, Richard Palmer, and Zosia Ladak.

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

Doebler moved to excuse Coach, supported by all; motion carried. And, Palmer moved to excuse McIntosh, supported by Mocerri, motion carried.

### 3. Approval of Agenda:

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

### 4. Approval of Minutes—Regular Meeting of May 30,

### 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 May 31, 2013 the balance of the Allocation Account was \$62,866.93. There was an increase of \$20,571.32 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 Palmer; 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 May, 2013

cash and material recovered totaled \$116,776.30. The total cumulative expenditures paid out were \$47,426.05.

-OverDrive Statistics and Monthly Stats were reviewed. OverDrive statistics spiked, noting that patrons were downloading to their mobile devices, such as iPhones. Statistical Monthly reports will be run quarterly for comparison purposes.

**b. Current Projects:**

- Strategic plan/Review of Policies:

-Policy/Procedure Manual was distributed for review by the commission. Supervisors will be including a Severe Weather Policy.

Mr. Connolly, City Attorney, recommended including a complaint procedure and form for sexual and racial harassment.

-Gilder Lehrman grant provided the library with a \$1,200.00 stipend which is to be used for programming expenses focusing on host conversation based public programming focused on the themes of the three films "Created Equal: America's Civic Rights Struggle" featuring The Abolitionists, Slavery by Another Name, The Loving Story and Freedom Riders.

**c. Services:**

- The Miller and Civic Center will charge \$10.00 for notary services.

- Passport services will be investigated by questioning staff at the Clerk's office who were directly involved in providing passport services.

**d. Staffing Issues:**

- Request for Personnel Form was submitted for 2 Librarian Technicians and 1 Office Assistant.

**e. Marketing/Outreach:**

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

- Upcoming Events for June through August for Summer Reading Club. SRC registration is being conducted online as well as in person at each branch. All programmed events are free. Kickoff party had a Laser Tag event which was attended by 66 Teens.

**f. Discussion Items:**

- Renovation of Busch and Burnette Branches. Thorough studies on both branches were conducted for the presence of toxic materials such as asbestos, lead paint and other materials.

Moceri moved to receive and file the Director's report, supported by Palmer.

**7. Audience Participation:**

- None'

**8. Action Items:**

a. Review and approve the revised Policy Manual.

- Motion to table was made by Palmer.

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

- Discussed fund raising ideas. Press release on Scout project for Friends was featured in the Warren Weekly.

**10. S.L.C. Report—Frank Pasternak**

- Nothing to report.

**11. Commissioner's Comments:**

**12. Next Meeting Date—September 19, 2013**

**13. Adjournment:**



**Donald J. McIntosh, Secretary**