

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

September 17, 2015

1. Call to Order:

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

2. Roll Call:

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

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

McIntosh moved to excuse Mocerì, supported by Palmer; motion carried by all except Coach.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of May 14, 2015:

With the correction in the number 9 agenda item that the Friends of the Library were *investigating* the purchase of the noted software, Palmer moved to approve the Minutes of the Meeting of May 14, 2015, supported by Coach; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for 6/01/2015, 7/01/2015, 8/01.2015, and 9/01/2015 were reviewed. In the 9/01/2015 report it was noted that there were several line items that were allocated for the full year. Urban will contact the Controllers Office regarding these discrepancies.

b) Suburban Library Allocation Account: As of August 31, 2015 the Allocation Account balance was \$19,493.51. It was noted that additional funds will be required for the purchase of 60 computers, costing \$784.65 per computer. Further, there are four used computers plus several monitors still available to be sold at a sales price of \$60 per computer and \$20 per monitor.

c) Branch Income Report: The 2015 Fiscal Year Revenue Reports were reviewed for the following sources of income to the libraries: Non-Resident,

Copy Machine, DVD, Fines, and Miscellaneous.

Doebler moved to receive and file the Monthly Line Item Budget Reports, the Suburban Library Allocation Account, and the Branch Income Reports, 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 distributed for review. From April, 2009 through June, 2015 cash and material recovered totaled \$171,910.39. The total cumulative expenditures paid out were \$63,325.85.

b. Current Projects:

- Update on the renovation/demolition projects of the Busch library. The latest designs of the building include changes in the roof design resolving previous concerns. The new design adds on additional 500 sq. ft. to the building.
- It was announced that an open forum discussion will be held on October 1, 2015 at 6:30 PM in the Media center of Fitzgerald High School.

c. Services:

- Received checks from SLC totally \$4,051.55 for ProPay credit card transactions from 5/26/2015 through 8/4/2015.

d. Staffing Issues:

- R. DeLiso returned to work after being on leave for over a year. She may need additional physical therapy. She will go to independent medical examiner to determine her ability to perform her job tasks.
- S. Heydel returned to work on 9/1/2015 from S&A. She will return to S&A on 11/19/2015 due to reconstructive surgery. This will result in her being off for 6-9 weeks for recovery.
- K. Czewski resigned from her position as Library Technician July 21, 2015.
- C. Corsi was promoted to Library Maintenance Specialist on August 17, 2015.
- Alicia LaDuke accepted the position as a Library Technician and has begun her training at the Civic Center Library on 9/14/2015. She has a Master Degree in Library Science and works with children's programming.
- Lisa Martin was promoted to Branch Librarian on 8/21/2015.
- Two vacant Library Technician positions are being interviewed for.
- Therese Bulszewicz, Lt. Sub, began training on 6/17/2015.
- Julia Conn, Lt. Sub, began training on 6/18/2015.

- Vicki Bernieri, LT Sub, began training on 6/27/2015.
- Deborah Smith, Branch library Sub, began training on 9/10/2015.
- Relocation of three Branch Librarian Supervisors were identified.
- A staff listing was distributed.

e. Marketing/Outreach:

- The eNewsletter, which describes the Library services and upcoming library events, will be in the local newspaper that goes to each home in the city.
- Several upcoming library events were identified.
- Lisa Martin assisted in a fund raiser at Barnes and Noble which generated \$531.31 for the Friends of the Library. Another fund raising event will be held on December 11, 2015

f. Discussion Items:

- 2015 Penal fines totaling \$126,842.03 were received July, 2015. They will go into the Library General Fund.
- The WPL term for the SLC Board expires on September 24, 2015. A representative from Troy will begin October 29, 2015.
- O. Urban, J. Robertson, L. Bieszka, A. Nelson, M. Kroening-Coppens, and P. Konkolesky will be attending the MLA Conference in Novi, Michigan from 10/28/2015 to 10/30/2015. It was indicated that Jennifer Lund will also be attending. The cost is \$200 per person.
- Discussions with Partners in Architecture were held regarding the Civic Center Library lighting issues. They determined that switching to LTD lights would cost approximately \$1,200 per light fixture, and with around 50 fixtures being required, the project would cost approximately \$60,000. It was indicated that DDA would be asked to fund the project as it is their building.
- Jarnes Tsakas, Jr. internet pornography issues were discussed. It was stated that if someone sees this taking place the police should be contacted.
- The lobby entrance window at the Miller Library was replaced on 6/10/2015 at a cost of \$783.
- The courtyard window at the Miller Library is on order and will be replaced within the next couple of weeks at a cost of \$650.

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

7. Audience Participation:

Lucky commented on the need for the library parking lot to be cleaned and trees trimmed.

8. Action Items:

- Closure of Busch Library: It was indicated that there should be an announcement 30 days before closing the library. Doebler made a motion to announce that the Busch Library will close on October 24, 2015, supported by Coach; motion carried.
- Customer Service Policy: McIntosh made a motion to accept the Customer Service Policy, supported by Doebler; motion carried.

9. Friends of the Warren Library:

Urban stated that the Friends of the Warren Library are having a special book sale December 4 and 11, 2015.

10. S.L.C. Report—Frank Pasternak

Pasternak made the following comments: The Romeo and Washington Twp. Libraries have still not settled their disagreements. Shelby Twp. is looking for a new library. A new book delivery contract has been agreed upon. The SLC is financially solid.

11. Commissioner's Comments:

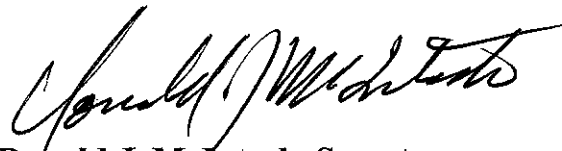
Doebler indicated he would not be available for the scheduled November 19, 2015 Regular Library Commission Meeting. All agreed to pull ahead the Meeting to November 11, 2015.

Coach asked the status of the Library Policy Manual. Urban indicated that it is still being worked on as it seems to be in a constant state of changing.

12. Next Meeting Date—November 11, 2015 at 7:00 PM

13. Adjournment:

Doebler moved to adjourn the meeting at 8:47 PM, supported by Palmer; motion carried.



Donald J. McIntosh, Secretary