

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

September 18, 2014

1. Call to Order:

The regular meeting was called to order at 7:09 PM by Chris Doebler.

2. Roll Call:

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

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

Palmer moved to excuse Pasternak and Mocerri; supported by McIntosh; with one exception on excusing Mocerri; motion carried.

3. Approval of Agenda:

Palmer moved to approve the agenda with the addition of approving the Special Meeting of July 17, 2014; supported by Coach; motion carried.

4. Approval of Minutes—Regular Meeting of May 15, 2014 and the Special Meeting of July 17, 2014:

Palmer moved to approve the Minutes of the Meetings of May 15, 2014 and July 17, 2014; supported by Coach; motion carried.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports for the period ending 9/01/2014 was reviewed. Oksana Urban discussed the bedbug problem at the libraries. She indicated that the Friends of the Library will be asked to buy four heat treat bedbug boxes (at \$300 each), one for each branch.

b) Suburban Library Allocation Account: As of August 31, 2014 the ending balance of the Allocation Account was \$40,299.74.

Coach moved to receive and file the Monthly Line Item Budget Reports and the Suburban Library Allocation Accounts, supported by Ladak; 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 August, 2014 cash and material recovered totaled \$149,634.62. The total cumulative expenditures paid out were \$58,506.15.

- Overdrive Statistics and Quarterly Statistical Reports were reviewed. As a result of the growing increase in eBook usage more of the most popular eBooks are being purchased.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch and Burnette Branches was presented. Doebler stated that the bidding process must allow others to bid for the contract to build the libraries.

- Purchased property known as 23245 Ryan Road with closing on September 10, 2014. It was noted that the closing was completed on that date.

- A letter to the City controller and Assessor needs to be composed requesting reimbursement of \$2,067.91 for 2014 summer taxes paid on the 23245 Ryan Road property. Doebler said it wasn't worth the fight to get the money back; it was agreed that the reimbursement request would not be pursued.

c. Services:

- A check from the SLC for \$216.70 was received for ProPay credit card transactions through July 7, 2014; \$32.36 through July 31, 2014; and \$63.87 through August 21, 2014. This will enable the libraries to take credit/debit cards at our desks.

- Four credit card swipers that will interface with Workflows were ordered August 25, 2014. Each branch will be able to accept credit/debit card payments either on line or in-house.

- The Library received \$108,254.01 on July 17, 2014 for 2014 Penal Fines.

- The Library received \$39,863.70 on August 6, 2014 for State Aid.

d. Staffing Issues:

- It was noted that three staffers were on medical leave.

- On July 7, 2014 the Office Assistant position was filled by Scott Spencer who is currently receiving training at the Civic Center Library.

- Seventeen applicants qualified for the Library Technician position. Rebecca DeLiso was selected for this position and began training on August 18, 2014 at the Civic Center Library.

- Susan Heydel went on medical leave beginning August 27, 2014. Kelly Bishop was transferred to the Miller branch to cover her position.

- Rebecca Deliso went on medical leave beginning September 2, 2014.
- Cyndi Knecht went on medical leave beginning September 18, 2014.
- Bernie Wojciehowski passed away on August 30, 2014.
- Urban indicated that substitutes will be used to fill positions, although Human Resources said we could hire part time persons for 90 days to fill these positions.
- Amy Nelson and Kristen Czewski will be attending MLA in Grand Rapids this year.
- SLC will be holding a staff in-service on Team Building September 26, 2014.

e. Marketing/Outreach:

- eNewsletter update has gone out.
- Several upcoming events have been identified, including scheduled winter events.
- An update on the outreach program at the Joseph Coach and Stillwell Manor was given.
- The Library will be participating in the college Fair at the Civic center on September 25, 2014. We are providing 1200 packages containing library services information in the bags that are given to attendees.
- It was indicated that a person receiving a library card will also obtain information on library services.

f. Discussion Items:

- It was stated that the Library Commission Bylaws need to be reviewed and updated since it has not been done since 1988. Urban suggested a sub-committee be formed to work on this project. She indicated that she has Bylaws from other libraries that could be used by the committee as reference material. She further will provide a draft for the committee to review.
- A window at the Civic Center Library was shattered by a landscaping company and another one fractured. No action has been taken since May, 2014 when this accident occurred. Palmer indicated he would contact the city department responsible for taking such action.
- It was stated that there was a need to have an in-service at WPL for the complete library staff. It would provide the opportunity for all of the staff to get together and understand the various library processes and to obtain staff feedback. The commissioners agreed that this would be a good idea. Urban said she would work to find a date to do this. It was indicated that it would involve a half day closing of all the libraries.

7. Audience Participation:

Joseph Hunt expressed concern that the library may have been over charged for cleaning up the bedbug problem. He also had concerns about charging a fee for use of the library rooms.

8. Action Items:

- Approval of the study/meeting room policy at the Civic Center: Coach made a motion to table this item until the next meeting, supported by McIntosh; motion carried.

- Approval to increase the rate of black/white and color copies: The increase proposed was from 10 to 15 cents per copy to help cover the increase cost of printer cartridges. Palmer made a motion to approve the rate increase, supported by McIntosh; motion carried with one descending vote.

- Approval of the first three pages of the Policy Manual submitted at the prior meeting: McIntosh made a motion to table the approval until the next meeting to give the commissioners an opportunity to review the three pages, supported by Palmer; motion carried.

9. Friends of the Warren Library:

It was indicated that the Monday evening hours did not result in much participation. However, there will be special sales in the fall. The Kroger Rewards Program is providing funds to the "Friends". The Friends bought three large umbrellas for the patio at a cost of \$900 a piece. And, there are plans for using the patio.

10. S.L.C. Report—Frank Pasternak

It was noted that the credit card swipers are in place at the libraries.

11. Commissioner's Comments:

Coach asked if everyone received "stickers" for our library cards. Urban will check that everyone got them.

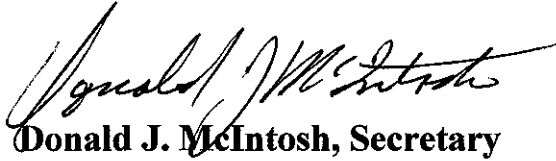
Ladak asked if the library had a firewall for its computers. Urban indicated that there was not on the personal computers used in the library.

Urban requested that the commissioners comment on the renting of the library rooms at the next meeting. Gartin will investigate the idea of charging rent for the rooms (i.e.: who gets charged and who doesn't).

12. Next Meeting Date—November 20, 2014 at 7:00 PM

13. Adjournment:

McIntosh moved to adjourn the meeting at 9:21 PM, supported by Coach; motion carried.



Donald J. McIntosh, Secretary