

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

September 26, 2013

1. Call to Order:

The regular meeting was called to order at 7:03 PM by Chris Doebler.

2. Roll Call:

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

Also Present: Oksana Urban, Warren Library Director.

McIntosh moved to excuse Pasternak and Moceri, supported by Palmer; motion carried.

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of May 30, 2012 and June 20, 2013:

Everyone agreed to table approval of the minutes of the two meetings until the next meeting.

5. Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Report for the periods ending 7/01/2013, 8/01/2013, and 9/01/2013 were reviewed.

b) Suburban Library Allocation Account: As of August 31, 2013 the balance of the Allocation Account was \$49,856.76.

Coach 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 August,

2013 cash and material recovered totaled \$121,458.75. The total cumulative expenditures paid out were \$47,864.60.

-Overdrive Statistics and Monthly Stats were reviewed. To meet patrons increased needs more eBooks are being purchased.

b. Current Projects:

- WPL received the Created Equal: *America's Civil Rights Struggle* film set and a \$1,200 programming stipend from the Gilder Lehrman Institute.

- A 3MGate has been installed for access to the Children's Garden at the Civic Center. Umbrellas will be purchased for the Garden area.

c. Services:

- Patron computer links have been provided to:

-- Express SOS Connect to apply for license tags, etc. through the Sec. of State Office.

-- Affordable Care Act

-- FAFSA

d. Staffing Issues:

- Amy Nelson successfully tested for the Library Technician position and began her probation on August 23, 2013. She will be training at the Civic Center Library.

- Provided an update on the Library Technician job performance.

- The evaluation/raise process for Library Pages was approved. Raises will be on evaluation and not automatic.

- There is a maximum of 25 hours per week for part-time, temporary, and substitute employees.

- John Robertson will be attending a conference on September 26 on *How Can You Serve Visually Impaired Patrons*.

- MLA individual memberships were renewed for nine Library employees. The \$765 fee was paid through the allocation account which had been approved at a prior meeting.

- Outstanding ALA Conference reports were written by John Robertson, Lynn Bieszka and Jamie Babcock.

- An Overdrive Conference report was prepared by John Robertson.

- The August 7, 2013 Supervisor Meeting minutes was provided.

- The staff will be attending Mel Workshops regarding Business Databases and the Affordable Care Act. It was noted that consideration will be given for a section in the library for business information and equipment.

- The staff has requested an in-service in regards to relating with patrons. Urban will contact Tammy Turgeon looking for a person who can teach such a class.

e. Marketing/Outreach:

- eNewsletter update: The eNewsletter has increased to six pages.
- Quarterly newsletters will be sent to 55,000 residents through the water bill statements beginning this month (September).
 - The Civic Center Library is researching the implementation of an outreach program to area senior facilities. We currently circulate approximately 1000 large print books.
 - The Civic Center Library will be participating in the College Fair on September 26.
 - Upcoming Events were identified in the the current Newsletter.

f. Discussion Items:

- As a part of the renovations at the Busch and Burnette Branch Libraries the sewer lines are being cleaned.
 - State aid totaling \$33,493.08 was received on August 16.
 - Renaissance Zone reimbursement of \$20,927.48 was received on August 26. This was the first reimbursement in four years.
 - The Michcard program will end December 31, 2013.
 - There is a "Visiting Patron" option through MeL (Michigan Electronic Library) Cat. Although 408 libraries are participating in MeL, only 117 libraries are using the Visiting Patron option.
 - Summer Reading Club report indicated that the participation was lower this summer.
 - The Warren Worker press release was written by Urban.
 - Kits, which can be checked out, for the Baby Lapsit storytime program when purchased.
 - Text message holds notifications may have roaming charges associated with them.
 - Received Michigan Reads kits for each branch containing the book *Woolbur* by Leslie Helakoski.
 - An office from the Grand Haven Police Department contacted Administration regarding computer activity at the Burnette Branch.
 - Passports: Because of the government requirements to provide a passport service were extensive it was decided to drop the idea.
 - Tech Tots area (for children 0 to 5 years old) in the Children's room is being investigated. The Troy library has something like this for children.
 - Privileges for transients. One idea is to give them books from the Friends of the Library book shelf.
 - Walter Connolly, Assistant Attorney, recently retired with Jacqueline Gartin taking his place.
- Doebler moved to receive and file the Director's report, supported by Coach; motion carried.

7. Audience Participation:

A member of the audience asked if the library had by-laws. Further, the individual was looking for information related to “Brown Fields”. Another individual indicated that the Wifi was not working at the time he was at the Miller Branch; Urban will check to see if there is a problem.

8. Action Items:

a. The purchase of 18 PC replacements at a cost of \$763.19 per computer (for a total of \$13,737.42) was approved. Coach made the motion to approve, McIntosh supported the motion; motion carried.

b. Additional renewal period: currently the library allows one renewal and is requesting that two be permitted—unless the material is on hold. Coach made the motion to approve the request, supported by Palmer; motion carried.

9. Friends of the Warren Library:

Fund raising ideas were discussed.

10. S.L.C. Report—Frank Pasternak

Urban indicated that S.L.C. IT Sunday support will be dropped as of October 1, 2013 for lack of need.

11. Commissioner’s Comments:

Coach indicated disapproval for the \$10 charge for the notary services. Other commissioners, as well as audience participant Karen Spranger, agreed. Urban will investigate and report back.

12. Next Meeting Date—November 21, 2013 at 7:00 PM

13. Adjournment:

- McIntosh moved to adjourn the meeting at 9:09 PM, supported by Coach; motion carried.



Donald J. McIntosh, Secretary