

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

September 15, 2016

1. Call to Order:

The regular meeting was called to order at 7:03 PM by Frank Pasternak.

2. Roll Call:

Commissioners Present: Chris Doeblar, Annette Coach, Don McIntosh, Richard Palmer, Zosia Ladak and Lori Barnwell.

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

3. Approval of Agenda:

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

4. Approval of Minutes—Regular Meeting of May 19, 2016:

With the correction of the second Action Item, replacing “bare” with “block”, McIntosh moved to approve the Minutes of the Meeting of May 19, 2016, supported by Coach; motion carried.

5. Financial Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports as of 6/1/2016, 7/1/2016, and 8/1/2016 were reviewed and noted that the budget is in good standing and the library’s finances are solvent. Some budget items have been cut to ensure funds are available for new library needs. Approximately \$112,000 of State aid has come in. All computer monitors have been sold, with a few CPUs still available.

b) Suburban Library Allocation Account: As of 8/31/2016 the Allocation Account balance was \$6,738.30.

c) Branch Income Report: The April, 2016 Branch Income Reports from the three library branches were reviewed.

Doeblar moved to receive and file the Monthly Line Item Budget Reports, the Suburban Library Allocation Account, and the Branch Income Reports, supported by McIntosh; motion carried.

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through August, 2016, was reviewed. Since 2/1/2009, 7,838 accounts have been submitted with a total recovery (including "waived" amounts) of \$230,712.31. Expenditures total \$70,348.15.

- Annual Statistical Report: The Statistical Report was reviewed.

- Summer Reading Club Stats: It was indicated that the Summer Reading Program was very successful. Some areas of the program increased compared to last year.

b. Current Projects:

- An update on the renovation/demolition projects of the Busch Library was given.

- Update on the upcoming Burnette project: Urban showed a rendering of the proposed site which included a library, an office for the mayor, a police presence, and a firehouse. *must 24/7 station*

- Prime Time will be held in Owen Jax for two sessions and then will be held in the Fitzgerald Recreation Center: Purpose of the program is to have adults reading with children and people who will be eventual library users. A \$7,680 grant was received with a large portion of it to be used for training. 25 families are invited with nine currently signed up. It was indicated that Harper Woods has been doing this for five years successfully.

c. Services:

- Received checks from SLC totaling \$4,415.98 for ProPay credit card transactions from 5/4/2016 through 8/9/2016.

- Purchased scanners that populate account information.

- Purchased three "hot spots" for circulation at WCV. They will be available to be checked out. Since they are leased to us we will determine if there is a requirement for additional ones.

- Renewing OverDrive for 2016-2017 fiscal year.

d. Staffing Issues:

- R. Deliso's probation has been extended

- A. Libby, a page at Miller, will end probation November 4, 2016.

e. Marketing/Outreach:

- An update was provided for the eNewsletter.

- Upcoming Events: 120 individuals filled up the "Cut The Cord" event. Another one has been scheduled for 11-21-2016 with one to be scheduled in 2017.

- Submitted an application for the State Librarian's Excellence Award. Several individuals wrote letters about the services and programs that are provide by our library.
- Submitted an application to Best Buy for a 3D printer.

f. Discussion Items:

- Mrs. Maier contacted Administration on 7/11/16 stating that she was disappointed in our study room policy not allowing reservations the day of. It was indicated that our policy is to not allow same day reservations. However, if no reservations have been made the study room is available on a first come, first service basis.
- Deputy Clerk reminded us that the proposed minutes should be available for review 8 days after the meeting. Approved minutes must be available for public inspection within 5 days after the public body approval. This is in accordance to the Open Meetings Act.
- On July 28, 2016 we received a \$118,770.48 check for 2016 Penal fines.
- On July 26, 2016 SLC allocated \$32,672.96 from State aid.
- S. Lindsay is working on the QSAC Report. Everything in the report must be updated and current to receive a good rating.
- S. Lindsay is now teaching Beginning Internet, Computer, Yahoo and Google email.
- S. Lindsay is now designing the eNewsletter.
- MLA.
- Working on replacing all copiers through Applied imaging – Ricoh product which will be tied to a release station. Patron will release their own print job. The old copies need to be replaced.
- Three staff members attended a workshop in New Orleans for "Prime Time". It was paid for by the Michigan Humanities Council. It was a successful workshop.
- The bid process will begin for the 2017 periodical subscriptions.
- the Novatime payroll system will be implemented for all library employees. The system utilizes biometric access. It reads who the person is by scanning their finger. The system will also prepare reports.

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

7. Audience Participation: None

8. Action Items:

- Doebler made a motion to approve the library closed dates for 2017, supported by McIntosh; motion carried.

9. Friends of the Warren Library:

Urban requested \$1,000 from the "Friends" for the Prime Time Family Reading Program. She indicated that it may not be required if businesses provide financial aid. The program starts at Owen Jax next week.

10. S.L.C. Report—Frank Pasternak

Pasternak indicated he will be back with S.L.C. in October.

11. Commissioner's Comments:

To clarify a budget issue, Colegio requested Gartin to obtain an opinion from the City Attorney's office as to whether the Library Commission has the authority to spend funds without going to City Council for approval.

12. Next Meeting Date:

It was agreed that the next meeting would moved from November 17, 2017 to December 1, 2016.

13. Adjournment:

Coach moved to adjourn the meeting at 8:46 PM, supported by Ladak; motion carried.


Donald J. McIntosh, Secretary