

# WARREN PUBLIC LIBRARY COMMISSION

## Regular Meeting

May 18, 2023

### 1. Call to Order:

The regular meeting was called to order at 6:01 PM by Frank Pasternak.

### 2. Roll Call:

**Commissioners Present:** Frank Pasternak, Don McIntosh, Annette Majka, Zosia Ladak, Richard Palmer, and Lorie Barnwell.

**Also Present:** Oksana Urban, Warren Library Director and Cecil St. Pierre Jr., City of Warren Attorney.

### 3. Approval of Agenda:

Majka moved to approve the agenda with the requested revision to move the **f. Discussion Item** to be the first item of the **Director's Report**, supported by McIntosh; motion carried.

**4. Approval of Minutes: Regular Meeting of March 16, 2023 and Special Meeting of April 25, 2023:** Ladak moved to approve the Minutes of the Regular Meeting of March 16, 2023 and the Special Meeting of April 25, 2023, supported by Majka; motion carried.

### 5. Financial Reports:

a) Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 3/31/2023 and 4/30/2023 were reviewed. It was noted that spending is occurring through the budget year and the goal of meeting the budget should be met.

b) Suburban Library Allocation Account: The Suburban Library Allocation Accounts of April 3 and 27, 2023 were reviewed. As of April 27, 2023 the balance in the account was \$60,723.23. It was noted that 39 computers will still be purchased for the four branches.

c) Branch Income Report: The Branch Income Report from July, 2022 through April, 2023 was \$48,022.97. It was stated that the income from the copy machines are producing good income.

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

## **6. Director's Report:**

### **f. Discussion Items:**

- Representative from Hubbell, Roth, & Clark, Inc. explains location selection for the City Hall Egress Stair: Three options were reviewed with no issues on their selection for the third and fourth floors. Potential issues with selection of the second floor include that there are three departments sharing the floor with security locked doors between them. This resulted in the potential selection of the library courtyard egress as the best choice. Barnwell proposed that the Police, Fire and Engineering departments review the selections and related issues. Majka made a motion to table the Library's approval of the plan until the Police, Fire, and Engineering departments have met and reviewed the plan, related issues, and any recommendations, supported by Barnwell; motion carried.

### **a. Statistics/Output Measures:**

- Unique Management Report: The Unique Management Services Report, through 5/01/2023 was reviewed. Since 7/1/2015, 10,558 accounts have been submitted with a total recovery (including "waived" amounts) of \$348,171.19. Expenditures totaled \$92,908.25.

### **b. Current Projects:**

- The Modular library project relocated to 13700 Sidonie, also is known as Underwood Park. The current property of approximately 4500 sq. ft. is being evaluated to determine the best location of the library building. The house at the previous project location will be cleaned and sold and the property developed.
- The new AV equipment has being installed and is awaiting programming of equipment and staff instruction.
- The 12 barrel chairs are being reupholstered by Unique Short Tree. With the company reupholstering three chairs at a time the project should be completed in June.
- The Miller Branch has a 20'2" x 14'6" vacant room that can be converted into two study rooms. The library put the project on BidNet for RFP. The contractor is to be approved by the City Council, which could be at the next Council meeting.
- Painting of the Miller library was placed on BidNet, with the color palette selected by colorist, Carol Haldane, from Living in Color.
- Magazine Subscriptions Service Agency was awarded the periodical order for the branches. They have worked with the library over the last two years.

- D/A Central will update one security camera in the Main Reading area of the library and install a camera to record activity in the delivery area at the Civic Center.
- Burnette and Civic Center libraries will participate in the Warren Wheels/ Cruisin'53 on June 3, 2023. Burnette will have Rosco the Clown perform magic tricks and create balloon animals. Also, Friends will have a Book Sale at Burnette. Civic Center will feature Howell Nature Center—Alexandria's Nature Bus; Spin Prize Wheel for Kids + Crafts + Treats; and promote Summer Reading Club at branches.

**c. Services:**

- The Busch branch closed April 27, 2023 due to a gas leak in the area and reopened for service at 12pm.

**d. Staffing:**

- Hired a Branch Librarian Substitute, J. Salerno and Library Page, I. Brooks.
- Newly hired Office Assistant resigned on May 8, 2023 just after finishing their mid- term evaluation.
- Three staff members will attend the American Library Association annual conference in Chicago, IL June 23-27. 2023.
- Four staff members attended the MLA Spring Institute (their reports were available).
- Two staff members attended the MLA Advocacy Day on April 25, 2023 which was held in Lansing at the Michigan State Capitol Building.

**e. Marketing/Outreach:**

- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. The eNewsletter goes out every month.
- Library programs: double sided 8.5" X 14" sheets are inserted in the Warren water bill mailings. This reaches 45,600 residences to provide more interest in available library programs.
- The library Outreach program is delivering library materials to Warren residents with disabilities and to homebound.
- Summer Reading Club, "Read Beyond the Beaten Path", will start June 3, 2023 and end on August 12, 2023.
- Seed garden packets are now available at the Civic Center and Burnette branches.
- Monitor installed at the Civic Center to run promotional information about library programs and services.

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

## **7. Audience Participation:**

- It was stated that the Macomb Daily was still not on-line.
- It was asked whether the Egress Stair Plan considered library patrons that were in the building.

## **8. Action Items:**

- Barnwell made a motion to close all branches on December 23, 2023, supported by Majka; motion carried.
- Construction of the City Hall Emergency Egress Stair location was discussed in the Director's Report, item f., where a subsequent tabling action was taken.

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

- It was noted that the Friends had a Mini Book Sale at the Busch Branch making \$200. Because of the success of the sales, the Friends are planning book sales on a continuing basis.

## **10. S.L.C. Report**

- Pasternak indicated that library trustees of the S.L.C. libraries dinner May 16, 2023 held at the Shelby Township Library was successful and interesting.

## **11. Commissioner's Comments:**

- Barnwell stated that in regards to the emergency planning, all city department staff members have been trained in emergency situations which included consideration for patrons.

## **12. Next Meeting Date: September 21, 2023.**

**13. Adjournment:** McIntosh moved to adjourn the meeting at 7:27 PM, supported by Barnwell; motion passed.

**Donald J. McIntosh, Secretary**