

**SOUTHFIELD PUBLIC LIBRARY BOARD
SPECIAL MEETING MINUTES
WEDNESDAY October 27, 2021, 7 PM
Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/83407613840?pwd=RnRCdGNxWitHNXFHV3N3NDVDS1RMdz09>

Meeting ID: 834 0761 3840

Passcode: 563638

Present: Bruce Collins II, Laura Mancini, Joyce Johnson. City Official: Fred Zorn, Irv Lowenberg, James Meadows, Dr. Maria Calhoun, Dawn King. Staff: Mary Beall, Lori Harris-Glore, Pat Kidd. Guest: Pelma B. Green. Absent: Eunice Rose, Dr. Carole McCollough.

- I. CALL TO ORDER: Ms. Mancini VP- called meeting to order at 7:02

- II. ADOPTION OF THE AGENDA:
Motion by Joyce Johnson
Supported by Bruce Collins II.
All in favor: Aye

- III. APPROVAL OF CONSENT AGENDA ITEMS:
A. August 11, 2021 Minutes
B. September 2021 Financial Reports
Motion by Bruce Collins II
Supported by Joyce Johnson.
All in favor: Aye

- IV. FORMAL REQUESTS TO ADDRESS THE BOARD:
A. Pelma B. Green
Ms. Green requested a follow up from the Library Board regarding non career pay policy. Pelma spoke with Mr. Meadows – HR Director who stated that the decision would be made between Ms. Beall, HR and the city Administrator. Ms. Green feels that long term employees should be moved to the top of the pay scale for non-career instead of the increases each six-month due to the fact of no raises for several years.

Laura Mancini: Thanked Ms. Green for her coming and discussing the non-career pay policy and it will be further discussed under Business.

V. REPORTS:

A. Interim Director's Report:

Interim City Librarian's Report: October 13, 2021

Programs and Services:

Summer wrap-up:

- Finished up a successful Summer Reading series, Tails and Tales, for Youth, Teens and Adults full of virtual and in-person outdoors programs for all ages, plus many enthusiastic readers. We also continued doing story times at Rec on the Move events in conjunction with Parks and Recreation to further increase the library's exposure.
- The August and September Jazz and Blues concerts were popular and well-received. The series moved back indoors in September after a very successful inaugural Summer Concert series on the Patio.

Fall:

- Launched the early literacy programs Text Talk, 1000 Books Before Kindergarten, and We Read 2-3 (reading group for second and third graders who struggle with reading)
- Raspberry Pi for Beginners
- Interactive Banned Book displays and activities throughout Library
- Spooky Season Snacks and Fall Food Friday cooking shows
- Manic Maker Mondays at Home
- Championship of Chills: Spooky Story Writing Contest
- Paint a Pumpkin and Scary Movies
- Resumed Baby Bounce, Toddler and Preschool Story times (virtual)
- Fall Book Chats and Book Clubs resume

Technology Enhancements:

The Tech staff has successfully rolled out Microsoft 365 to all staff and migrated from Groupwise and Messenger to Outlook 365 and Teams. This was a tremendous project that has already improved communication and workflow. Kudos to the Tech staff for all their hard work planning, training, and making this a smooth transition for everyone.

Staffing:

Completed the recruitment process for 6 new career positions: Youth Coordinator, 3 Clerk I's, Assistant Coordinator of Technology, and Emerging Technologies Librarian. With this increase in full-time staff, we can continue to increase our service hours, as well as pursue new services.

Barb Klimkowski has retired but will stay on as our Gardening Guru!

Reopening Phases:

- The Library has resumed all in-person services with the exception of study rooms.

- Fall programming will be a combination of virtual and in-person (Adult - indoors; Youth – outdoors).
- The Meeting Room will be available for use by the City and local Government officials. (We hosted a safe and successful Back to School Town Hall with Rep. Brenda Lawrence, Lt. Governor Gilchrist, and Southfield Schools Superintendent Dr. Green.)
- The Friends are planning to resume Book Sales in October or November.
- Library hours will expand once the new employees have been trained.

Outdoor Spaces Project:

- The landscaping portion has been completed, including repairing pavers on the patio and removing the damaged pavers in the garden. The plantings and new trees look fantastic, and the new design shows off the Library’s artwork to greater advantage.
- The hardscaping portion will get underway with bidding the project in the Fall, to commence in the Spring. The Children’s Garden and entire front entrance and walkway will be repaved for greater safety, maintenance, and programming possibilities.

American Rescue Plan Act Funds:

The City of Southfield has received funds from the American Rescue Plan. On behalf of the Library, I submitted Library projects that were in direct response to the pandemic for consideration: the PPE and cleaning supplies needed to keep the public floors safe for our patrons; Hotspots to lend to our patrons without home Internet access; creation of a new outdoor programming and recreation space along the Meeting Room wing to facilitate indoor/outdoor use.

There is a lot of competition for these funds, but if nothing else, this was an opportunity to showcase to City Council, Planning Commission and the public the library’s continuing efforts to mitigate the spread of Covid and alleviate the economic impact of Covid on our community.

Interim Director Mary Beall and the Southfield Public Library Board thanks James Meadows- HR Director and his team and Fred Zorn- city Administrator for their diligence and support in hiring the much-needed employees.

VI. BUSINESS:

A. Interim Director Position REVIEW

James Meadows – HR Director: The review of the Interim Director Mary Beall would be conducted by the Library Board. The Board would use the standard City evaluation to review and score Ms. Beall. The Human Resources Department would input the data

from the review form and submit a report to the Library Board which would be discussed with the Interim Director. There is not a specific form to review the City Librarian position, but a standard form used for all management personnel.

Fred Zorn: The Board would use the standard form to review essential job functions, highlight accomplishments and goals. The current form is cumbersome and should be reviewed. Mr. Zorn would like to review evaluation forms of other comparable positions to update the standard form used by the City of Southfield.

James Meadows: The HR department is currently using <https://www.neogov.com/> a new software that handles and tracks recruitment, evaluation and training of all employees. Recommends the Library Board conduct a six-month review and again at one year.

Fred Zorn: The new accounting system employed by the City includes payroll, offers large scale training for employees, tracks appraisals reviews and training. It's a human based investment in all the City of Southfield employees.

James Meadows: Introduces Dr. Maria Calhoun the Deputy Human Resources Director. The City is very lucky to have Dr. Calhoun who brings to the Human Resources Department vast knowledge and experience. The HR department will soon also have a Deputy Director of Diversity, Equity, and Inclusion. The HR department also has two HR Generalists Ty and Jessica that handle a vast majority of recruitment for the city.

Bruce Collins II- Board Trustee: Mr. Collins after considering the incredible job Ms. Beall has done to serve the community, staff and city for the past several months recommends that Ms. Beall be offered the permanent position of City Librarian.

Joyce Johnson- Board Trustee: Ms. Johnson concurs with Mr. Collins, II recommendation that Ms. Beall serve as the permanent City Librarian.

Laura Mancini- VP Board Trustee: Ms. Mancini concurs with Ms. Beall serving as the permanent City Librarian. Questions to Mr. Meadows how to proceed with offer and is posting the position necessary.

James Meadows: States that it is not necessary to post the position that the Board has the authority to appoint the Interim to the permanent position. The process would include HR meeting with the City Administrator and Ms. Beall to draft an official offer of employment. The offer of employment would be forwarded to the Library Board for approval and presentation to the applicant Ms. Beall. The City of Southfield Human Resources Department draft offer of employment to be presented and discussed on November 10, 2021 Library Board Meeting.

B. City Librarian – timeline and next steps: Discussed under previous business.

C. Non – Career Pay Rate Policy:

Mary Beall-Interim Director: Non-career pay was frozen for 13 years by the City of Southfield due to financial concerns at that time. Pay ranges were raised and employees began to receive pay increases beginning January 2021 with a second pay raise in July 2021. The library can offer beyond the standard of the annual pay increase to give non-career employees the pay increases every six-months. Interim Director addresses the Board to prioritize and authorize the Interim Director to enter negotiations regarding non-career pay scale with HR and the City Administrator.

James Meadows: Mr. Meadows agrees that in the current environment that pay rates for non-career employees across the board is low. The pay rate scale for employees should be discussed and evaluated according to the current economic climate.

Bruce Collins, II: Mr. Collins submits motion and recommends that Ms. Beall enter negotiation with HR and the City Administrator to increase the pay scale for non-career employees.

Joyce Johnson: Ms. Johnson concurs that the Interim Director enter negotiations with the City regarding the non-career pay scale.

Laura Mancini: Concurs that to keep our valuable long-term employees the negotiations must be priority.

D. Library Board Calendar 2022 approval:

**PUBLIC NOTICE
SOUTHFIELD PUBLIC LIBRARY BOARD
MEETING NOTICE
2022**

In accordance with Act 267 of the Public Acts of 1976 of the State of Michigan, Section 5(2), the following notice is hereby posted. Regular meetings of the Southfield Public Library Board shall be held on the second Wednesday of each month at **7 p.m.** in the third floor Southfield Room of the Southfield Public Library located at 26300 Evergreen Road, Southfield, Michigan unless otherwise noted. Meetings shall commence on Wednesday, **January 12, 2022**, according to the following schedule.

February 9	August 10
March 9	September 14
April 13	October 12

May 11
June 8
July 13

November 9
December 14

Southfield Public Library Board
26300 Evergreen Road
Southfield, MI 48076

Be it RESOLVED that the Southfield Public Library Board made a resolution that the Southfield Public Library Board Calendar for 2022 be accepted beginning with January 12, 2022 meeting. Resolution 10272021CALENDAR.

Motion: Joyce Johnson
Supported: Bruce Collins, II
Motion carried: 3-0

E. Proposed SPL Closed Dates 2022:

Bruce Collins, II: Recommends that the proposed weekends closed dates be accepted.

Joyce Johnson: Concurs with proposed closed holiday weekends.

Irv Lowenberg-City Treasurer: Regarding Sunday, December 18, 2022 recommends the Library remain open this date due to the short week and to offer services to students to prepare for the holiday season closures.

SPL Closed Dates 2022

JANUARY

Saturday, January 1 – New Year’s

Sunday, January 2 – Library Closed

Monday, January 17 – Martin Luther King, Jr. Day

FEBRUARY

Monday, February 21 – President’s Day

APRIL

Friday, April 15 – Good Friday

Saturday, April 16 – Library Closed

Sunday, April 17 – Easter Sunday

MAY

Saturday, May 28 – Library Closed

Sunday, May 29 – Library Closed
Monday, May 30 – Memorial Day

JUNE

Sunday, June 5 – Library Closed
Sunday, June 12 – Library Closed
Sunday, June 19 – Library Closed
Monday, June 20 – Juneteenth Day (observed)
Sunday, June 26 – Library Closed

JULY

Saturday, July 3 – Library Closed
Sunday, July 4 – Independence Day
Monday, July 5 - Independence Day (observed)
Sunday, July 10 – Library Closed
Sunday, July 17 – Library Closed
Sunday, July 24 – Library Closed
Sunday, July 31 – Library Closed

AUGUST

Sunday, August 7 – Library Closed
Sunday, August 14 – Library Closed
Sunday, August 21 – Library Closed
Sunday, August 28 – Library Closed

SEPTEMBER

Saturday, September 3 – Library Closed
Sunday, September 4 – Library Closed
Monday, September 5 – Labor Day

OCTOBER

Saturday, October 8 - Library Closed
Sunday, October 9 – Library Closed
Monday, October 10 – Indigenous Peoples' Day

NOVEMBER

Friday, November 11 – Veterans' Day
Saturday, November 12 – Library Closed
Sunday, November 13 – Library Closed
Thursday, November 24 – Thanksgiving Day
Friday, November 25 – Library Closed
Saturday, November 26 – Library Closed

Sunday, November 27 – Library Closed

DECEMBER

Sunday, December 18 – **Library Open**

Friday, December 23 – Library Closed

Saturday, December 24 – Christmas Eve

Sunday, December 25 – Christmas Day

Monday, December 26 – Library Closed

Friday, December 30 – Library Closed

Saturday, December 31 – New Year's Eve

Be it RESOLVED that the Southfield Public Library Board made a resolution that the SPL Closed Dates be as posted for the 2022 Calendar Year. Resolution 10272021HOLIDAY

Motion: Bruce Collins, II

Supported: Joyce Johnson

Motion carried: 3-0

VII. COMMENTS:

Laura Mancini: Thanks the City officials for attending and offering invaluable information to the Library Board and offers a special thank to guest Pelma B. Green.

Fred Zorn: Library summer programming was extraordinary this year with amazing programs being offered and the Jazz and Blues concern on the p patio was very well attended and the library gardens are stunning. The library's collaboration with P&R provided unparalleled programming for children of Southfield.

Laura Mancini: The pandemic forced libraries to offer creative programming and kudos to the Southfield Public Library staff for meeting that challenge.

Joyce Johnson: What can the board do to support Interim Director Mary Beall, who is currently wearing several hats and managing many priorities at this time.

Mary Beall: Ms. Beall would like the Board on moving forward with permanent replacement for City Librarian and for Assistant City Librarian. The Library is currently beginning preparations for the FY 2022 Budget. Ms. Beall will keep the Board apprised of budget preparations.

Laura Mancini: Ms. Mancini would like the Interim Director to stay the course in providing guidance and leadership. Priority right now should be the FY2022 budget which will be due shortly to the City Ms. Mancini believes its is helpful for the Board to understand the budget process and appreciates Ms. Beall keeping the Board apprised of the process.

Fred Zorn: The American Rescue Plan Act allows the City to apply for grant as a result of expenditures due to the pandemic. Hearings were recently concluded and the City is watching for additional grants offered by the State of Michigan and Oakland County that may become available. 93 % of Southfield community has access to broadband internet, hotspots will make the internet available to everyone.

Mary Beall: The Library submitted to the American Rescue Plan for grants related to providing PPE for public use, technology hotspots for patrons to check out who may not have internet service and for outdoor projects renovations to conduct programming in the safest atmosphere possible.

Laura Mancini: Thanks everyone for the updates and states that the Library of Michigan is also a great resource to look for support in obtaining hotspots for the community.

VIII. ADJOURNMENT: The Southfield Library Board meeting was adjourned at 8:06 pm.

Be it RESOLVED that the Southfield Public Library Board adjourned at 8:06 pm on October 27, 2021, The next meeting will be held on November 10, 2021.

Motion: Bruce Collins, II

Supported: Joyce Johnson

Motion carried: 3-0

Next Southfield Public Library Board meeting November 10, 2021 or as needed