

**SOUTHFIELD PUBLIC LIBRARY BOARD  
REGULAR MEETING MINUTES  
WEDNESDAY August 11, 2021, 7 PM  
Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/86450390497>

---

**ATTENDEES:**

Library Board: Euni Rose, Laura Mancini, Joyce Johnson, Kennedy Ellis.

City Officials: Dawn King (Legal) and Irv Lowenberg (Treasurer).

Staff: Mary Beall and Lori Harris-Glore.

Guest: Jennifer Harris (staff), Diane Mulhinch (staff), Pelma Green (staff), Monica Wakefield (patron), and Tony Brown (patron).

---

**I. CALL TO ORDER**

Meeting called to order at 7:08 pm by President Rose.

**II. ADOPTION OF THE AGENDA**

Motion by Laura Mancini

Supported by Joyce Johnson.

All in favor: Aye

**III. APPROVAL OF CONSENT AGENDA ITEMS**

A. July 14, 2021 Minutes

B. July 2021 Financial Reports

Motion by Laura Mancini

Supported by Joyce Johnson.

All in favor: Aye

**IV. FORMAL REQUESTS TO ADDRESS THE BOARD**

A. Pelma Green (staff)

Mrs. Green presented that as a non-career (part time) employees have not received a raise 14 years per the hiring freeze, however a wage increase went into effect in January 12, 2021. Mrs. Green explained that she is at the top of the pay scale and has worked as a Library Assistant for of 24 ½ years. Mrs. Green would like to know how long it

would take for an employee to reach the top pay with the new increase and if there would be any consideration for an employee for longevity|seniority?

Laura Mancini: asked if the City has any provision career that the library board could match for non-career employees as any change would need to be budgeted?

Mary Beall: responded that there is not a provision for non-career as they do not have union representation.

Mrs. Green would also like to know how long does it take to get to the top of the scale because she was told that is .50 cents per 6 months until you get to the top of the scale? She also stated that there was a description in the classification that allowed for experience and credentials to be considered and would that also apply in this situation?

Mary Beall: responded that is for new hires which they would work with Human Resources to determine.

Euni Rose: remarked that something needs to be done and quickly to resolve this issue and would like to expedite the request.

Dawn King (Legal): stated that Human Resources should be the first point of contact and asked Mrs. Green to email her issue to her and she would consult with the James Meadows (Human Resources Director) on the matter as well as the Labor Attorney.

Joyce Johnson: asked that Mrs. Green tell a little about herself and wanted to thank her for her years of dedication.

Mrs. Green 24 ½ years at the library and 25 years on December 3, 2021. She is a Library Assistant that loves working with patrons, and is dependable, and has a good work ethic. However, this is not just for her but for all non-career. She does not like that it is a flat rate but would like to see employees recognized for the skills that they bring to the position and longevity considered. What is the timeframe that a decision will be given?

Laura Mancini: remarked that the Library Assistants are the unsung heroes and is shocked that it took 14 years without a raise and there's no excuse for that.

Mrs. Green: mentioned that she spoke with Mr. Meadows and he's aware of her concern and the top pay but not the longevity.

Joyce Johnson: asked if there was longevity pay for any city employee or do you mean no increase in longevity pay is the issue to clarify that topic?

Mrs. Green: stated that there's no longevity pay for the City and she's been at the same pay rate since 2007. That is the reason she's asking as others are getting raises.

Dawn King: stated she will get with Mr. Meadows tomorrow to discuss.

The Board, and President Rose, thanked Mrs. Green presenting the topic and the staff for attending the meeting prior to their exit.

Joyce Johnson: asked what the next step would be?

Laura Mancini: stated that they would need something in writing as this affects budgets and contracts so it would be hard for the board to make a decision and respond to staff.

Joyce Johnson: remarked that it was good that the attorney would talk with the HR Director who can consult with Mary.

## V. REPORTS.

### A. Interim Director's Report – Mary Beall

- Library phones have been replaced after 18 years.
- Library computers have been ordered and the Technology dept will migrate to MS 365.
- Interviews have been scheduled for 5 candidates for Youth Coordinator position and lots of excitement from the candidates about working with Southfield Public Schools. There is a 3-week turnaround from HR with the results from the interviews. There more interviews to come with the postings which will help with reopening in September.
- We may need to take another look at the budget for 2021|22 goals to reassess especially for 2023 plans.
- Outdoor concerts have been very successful with many donations at the last event for the Friends.
- Fall programs are in the planning phase with mostly Youth being virtual and Teen|Adult as a hybrid of virtual and face to face.

## VI. BUSINESS

### A. Recruitment/Approval job description for City Librarian - Laura Mancini

- Thanks to everyone who reviewed the draft and provided feedback.
- Now we can review what we have compiled, approve and finally send it to HR.

Motion by Laura Mancini

Supported by Euni Rose

All in favor: Aye

- The Board resolved to send the Library Director job description to HR as it with the changes showing that they would like to see implemented as written to be finalized.

Mary Beall: Is there a date you would like to have it posted?

Laura Mancini: stated that she was under the impression that it would be posted after the election.

Mary Beall: mentioned that she thought the decision would be made after the election. Mary will forward the document to HR and clarify about the posting date and let the Board know if it will post prior or after the election.

#### B. Interim Director Goals

Laura Mancini: stated the Board has reviewed the goals of the Interim Director.

Mary Beall: asked if the Board would like to prioritize the goals as it may be difficult for one person to achieve the goals?

Laura Mancini: remarked that the restoration of hours and services is a top goal for consideration along with the COVID 19 Delta variant as a factor with reopening phases.

Euni Rose: remarked at how proud she is of the Mary and the library staff with the reopening and that we never disappoint.

Joyce Johnson: asked if Mary could prioritize the goals as an acting Interim Director?

Laura Mancini: believes the reopening phases should be the top priority as you can not do one without the other.

Joyce Johnson: stated that the priority should be as follows:

1. Reopening
2. Hiring of staff
3. Expansion of library hours

Mary Beall: mentioned that Fred Zorn (City Administrator) did say to let him know how the City can help the Board if ever needed.

Laura Mancini: stated that the Board should send the information to Fred so he knows we did our homework.

#### C. Landscaping/Grounds Renovation Update

Mary Beall: remarked that the landscape project is major part of the reopening phase.

- Mary has a meeting with Chris, OHM, to get the work started.
- First phase is to get the plants in this week or next..
- Second phase is to work on the hardscape-remove pavers and replace with cement.
- A huge thank you to the Board for approving this project.

#### D. Library Reopening Phases

Mary Beall: mentioned that she sent an update of the opening to the Board.

- Since June 30<sup>th</sup> it has been slow but patrons have expressed how happy we are fully open to the public.
- COVID 19 transmission rates, especially with the delta variant along with staff levels will also be a consideration.
- Guest passes (non-cardholders, TLN, residents) will begin later this month for the next phase of reopening.
- Labor Day and fall hours may need to be adjusted as we do not have enough staff to expand the hours at this time. However, our Saturday hours are very slow (3 to 4 patrons) and since we are underutilized, the staff would like to suggest we move those hours to Sundays in the fall. Sundays have statistically been our busiest day of the week especially with school back in session.

Be it RESOLVED that the Southfield Public Library Board voted that the Southfield Public Library will discontinue hours on Saturdays will resume regular hours on Sundays from 1-5 pm beginning September 12, 2021.

Motion: Laura Mancini

Supported: Joyce Johnson

All in favor: Aye

Laura Mancini: stated that the Board would like to thank Mary for all the hard work that she's done!

Mary Beall: remarked that it is the great SPL staff who think on their feet and are so happy to back open that makes it happen!

Joyce Johnson: asked about Teen and Adult programs for the fall?

Mary Beall: stated that there are exciting programs scheduled for fall including cooking, gardening, Jazz & Blues, historical programs

#### E. Library Board Packets

Mary Beall: polled the Board to see if members would still like to have duplicate Board packets sent via postal mail in addition to the original emailed document or if the emailed packet was enough?

- Euni Rose – Mail and Email, however, later said email only
- Laura Mancini – Email
- Joyce Johnson – Email
- Kennedy Ellis - Email

#### VII. COMMENTS

Kennedy Ellis: asked if there were any volunteer opportunities possibly after the Labor Day holiday?

Mary Beall: stated that it would be something to look forward to and to email or text her if interested.

Joyce Johnson: remarked that it was good to be able to listen to Pelma today and is curious about the actual pay and job description. People are finding other jobs that are more profitable and hopes that we don't lose employees because of that.

Laura Mancini: stated that it would be public information to inquire but not sure about the ability to do anything about it.

Mary Beall: stated that it would be something the Board may need to consider especially if HR says its up to you. The last time was initially deciding the pay scale for the positions but as the Interim Director, I am not deciding about budget or policies without the Board.

Joyce Johnson: commented on how the Board received the emails from Mary and was happy about how you handled it so quickly.

Laura Mancini: wanted to second that because they weren't allowed to fester.

Laura Mancini: inquired about the upcoming Board meetings and if it would be virtual or face to face.

Dawn King (Legal): stated that City Council had a meeting in March regarding the *Open Meetings Act* to extend it and there's an upcoming council meeting to vote and extend virtual meetings until December 31, 2021. It will most likely be approved and resolved.

VIII. ADJOURNMENT

The regular meeting of the Southfield Library Board was adjourned at 8:16pm.

Motion by Laura Mancini

Supported by Joyce Johnson.

All in favor: Aye

**Next Southfield Public Library Board meeting September 1, 2021 or as needed**