

**SOUTHFIELD PUBLIC LIBRARY BOARD
SPECIAL MEETING MINUTES
WEDNESDAY December 1, 2021, 7 PM
Via Zoom**

Join Zoom Meeting

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

Meeting ID: 864 5039 0497

One tap mobile

+16465588656, 86450390497# US (New York)

Present: Laura Mancini, Joyce Johnson, Bruce Collins, II. City: James Meadows, Dr. Maria Calhoun. Staff: Mary Beall, Lori Harris-Glore, Pat Kidd. Absent: Euni Rose, Dr. Carole McCollough.

- I. CALL TO ORDER: Meeting call to order by Ms. Mancini at 7:02 pm.

- 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. November 2021 Financial Reports: Financial reports unavailable

- IV. FORMAL REQUESTS TO ADDRESS THE BOARD:
A. No requests to address the Board.

- V. REPORTS:
A. Interim Director's Report

Interim City Librarian's Report: November 10, 2021

Staffing:

I am pleased to announce four new members of the SPL team:

- Clerk I: Support – Monica Kreuger, Peter Pappas, Nataya Bryant
- Library Coordinator: Youth Services – Tracy Bedford

Monica, Peter, Nataya and Tracy all bring a wealth and diversity of experience, especially in customer service. They started the last week of October.

I am also pleased to announce the promotion of two employees:

- Katrina Lawrence is now the Assistant Coordinator in Technology
- Ashley Gillies is now Emerging Technologies Librarian – a new position for the library

Please join me in welcoming them all to their new Library roles – we are lucky to have them!

Reopening Updates:

- We are now accepting donations for the Friends Book Sales.
- The Friends held their first Book Sale in 20 months on November 3-5. For their Grand Reopening, everything was 50% off – just in time for holiday buying!

- The Friends also held their second indoors Jazz and Blues concert with advance registration only – and it completely sold out!
- The last library service that is still on hold is use of the study rooms, due to their small space, reduced air circulation, and difficulty cleaning between uses. The team is looking at reconfiguring our study room procedures to reopen this resource safely.

Programming:

Finished a month of Halloween programs and activities: Spooky Snacks, Scary Movies, paint a Pumpkin, Worry Monster Take and Make, and Championship of Chills Writing Contest.

Due to low registration for Zoom story times, the Youth department shifted to offering two brand new programs:

- Stories and Strollers: outdoor walking/reading program for babies and caregivers.
Storytime Kits To Go: Storytime can be anywhere you go with these new kits created by Southfield Public Library Youth Librarians. Each Kit will include a themed booklist with titles for babies, toddlers, and preschoolers.

VI. CLOSED SESSION: Mary Beall, Interim City Librarian Review
Review of City Librarian position conducted by Library Board/HR.

VII. BUSINESS

A. City Librarian Position Update:

B. Library Services Update:

Library Management has been evaluating the expansion of library hours to include staying open until 9 pm. Statistics show low attendance for visitors in the evenings. Ms. Beall is determining scheduling and how to promote services to increase traffic into the library.

Library Board: Library should focus on expanding/restoring Saturday hours. There is not enough traffic or demand to expand evening hours.

Mary Beall, Interim Director: Proposes the library keeps current hours of Monday & Wednesday 11-8 pm. Tuesday, Thursday, and Friday hours of 11-5 pm and Sunday from 1-5 pm. Staff will begin extensive promoting of library services and programs to increase library traffic. Beginning in January the library will begin to offer more in person programming for adult and youth.

C. Program Update:

SPL Divisional Reports

From Outreach:

The Friends are back in the swing of things and had a busy day at the reopened Bookshelf and are accepting donations again.

We have added Maureen McDonald to our staff, and she is helping us get the word out to the community of our services. Her other job is a freelance journalist.

Our programming is back and this month we have had programs with Parks and Rec (Book & Boo), Maximize Your Medicare, Fall Food Fridays, Spooky Movies, Pen in Hand Calligraphy program, Book Chat and more!

As an FYI to the board the Friends are raising the admission price to the Jazz and Blues concert starting in January to \$7 regular admission and \$5 Friends admission.

Thanks,
Kelly

From Support:

My three new Clerk I's have started. Nataya Bryant, Monica Krueger and Peter Pappas are all doing very well adjusting to all the training and the library.

Peter previously worked at Starbucks and has experience being a library board member @ Royal Oak Public Library.

Nataya comes from being an Assistant in a media center in the Clarkston school district.

Monica was a bartender @ the Beverly Hills Grill.

All come to us with a wealth of patron service experience, and we are glad to have them join the library!

Thanks,

Technology Division Highlights:

- Replaced all public desk computers
- Replaced all Coordinator and Administration computers with laptop docking stations
- Demo of Reference Chat service underway
- Obtaining quotes for Chromebooks to lend to patrons
- Configuring Raspberry Pis for patron use
- Upgrading public computers to Windows 10
- Rolling out CrowdStrike for improved malware and virus protection
- Starting feasibility study for implementing a Makerspace
- Starting to construct Internet of Things for circulating collection

Youth Services Update:

New Youth Services Coordinator Tracy Bedford has received many requests and interests for school visits. Youth is reviewing more avenues to increase attendance to story time and other youth programming.

Library Administration Update:

Mary Beall: SPL will begin the process soon of Strategic Planning. The process will help to communicate with the Southfield community on the types of services and programs needed at the library.

Fines Amnesty Program: The library would like to have a Amnesty Program in which fines would be waived to encourage materials to be returned and offer patrons a chance to start over with a clean financial slate at the library and return to using the library.

In Service Day Training: The in-service day would allow professional development and training for staff. It would allow employees to be receive safety security training, customer services training and to review mandated city policies and changes.

Be it RESOLVED that the Southfield Public Library Board approves and agree to the institution of professional development in service days for the training and reviewing of employees to held no more than quarterly.

Motion by Joyce Johnson
Supported by Bruce Collins II.
All in favor: Aye

VIII. COMMENTS:

IX. ADJOURNMENT: Southfield Library Board Meeting adjourned at 8:04 pm.

Be it RESOLVED that the Southfield Public Library Board adjourned at 8:04 pm on December 1, 2021, the next meeting will be held on January 12, 2022.

Motion by Joyce Johnson
Supported by Bruce Collins II.
All in favor: Aye

Next Southfield Public Library Board meeting January 12, 2022, or as needed