

REGULAR MEETING MINUTES

SOUTHFIELD PUBLIC LIBRARY BOARD
January 10, 2018, 7 PM
In the SOUTHFIELD ROOM

Present: Rose, Mancini, McCollough, Haynes, Ewick

- I. CALL TO ORDER – the meeting was called to order by President Rose at 7:00. Ms. Rose then welcomed new Youth representative to the Board, Howard Haynes.
- II. ADOPTION OF THE AGENDA - *Motion to approve the agenda by McCollough. Second by Mancini. Motion carried 3-0.*
- III. APPROVAL OF CONSENT AGENDA ITEMS - - *Motion to approve the agenda by McCollough. Second by Mancini. Motion carried 3-0.*
 - A. Regular Meeting minutes of November 2017
 - B. December 2017 Treasurer’s Report
 - C. Correspondence/Articles
 - a. Article: Libraries are still better than the Internet
 - b. Award: Michigan-Breastfeeding Friendly Workplace Bronze award
- IV. FORMAL REQUESTS TO ADDRESS THE BOARD – none were received
- V. REPORTS
 - A. Director’s Report – *each report is attached as an addendum*
 - A. Personnel
 - B. Building
 - C. 2018-19 Budget
 - D. Upcoming Programs
- VI. BUSINESS
 - a. Lathrup Village contract update – an addendum to the original contract was found clarifying that SPL accepts whatever is raised by the LV millage rate identified for the library, which is currently 1 mill. No immediate action is required, but administration recommends that the millage rate be increased when possible to at least 2 mills.
- IX. COMMENTS
 - a. Discussion on SPL’s request to the City on increasing non-career wages. Ewick reported that it may take several years. Board questions: How do we plan for such raises, what is the process to take? Ewick was tasked with bringing a City representative to the next Board meeting to begin the process and answer our questions.

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- x. ADJOURNMENT - Mancini moved to adjourn the meeting at 8:12. Second by McCollough. Motion carried 3-0.

ADDENDUM A: Director's Personnel Report for January 2018

Personnel update: Hiring continues to play a large role in Administration's time as SPL seeks to replace retiring personnel and expand in preparation for expansion of hours.

Recent/in process hires:

- Outreach Intern – Chris Wiswell
- Adult Intern – Heather Rochon
- Youth Intern – Lisa Burns
- Librarian 1 – Jim Kreuger
- Library Services Aide – Claire Cole

Positions currently being posted as open: (*both are open to outside individuals*)

- Youth Division Coordinator (Librarian 4)
- Adult Services Librarian 1

Positions yet to be posted:

- Technical Services Librarian 3
- ILS Librarian 2
- Adult Librarian 2

Also: several non-career positions are being filled when possible

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ADDENDUM B: Director's Building Report for January 2018

Projects in process right now:

- **Lights out on 2nd Floor** – due to an electrical problem, we have been operating without the overhead lights for about a week.
- **Window repair & replacement** project – Lansing Glass was onsite 1-9-18 and took measurements to order windows. They also were shown areas where water is leaking. Will return when the windows are in and will do leak repairs at that time.
- **Leaks** – CEI Roofing was onsite 1-9-18 and reviewed areas of leaks. Most of the areas are not due to roof leaks but they are working on those which are...
- **Exterior security lighting** upgrade – in process; waiting for additional lights to come in but the bulk of the project is complete.
- **Teen Lighting** project – complete!
- **Fountain** – Mayor Siver is working with the gentleman who funded the Boulders project at Carpenter Lake to create a different type of fountain with a stream-like setting and waterfall. This could reduce costs completely or at least a great deal.
- **Storytime Room** – Costs on this project are prohibitive, so we are scaling back the work requests and will arrive at a cost where the room is updated with new carpet & additional lighting without the complete renovation.

Upcoming projects:

- **Carpet** – Looking at replacing carpeting in several public areas of the Youth Room.
- **Audio/Visual upgrade** – this will require a request for bids through purchasing (one is about done) and will involve replacing all the meeting room AV equipment (projectors, screens, microphones, etc.) it is much needed.
- **Fire Panel** – City Facilities has agreed to work with National Time & Signal to upgrade our fire panel.

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ADDENDUM C: Director's 2019 Budget Report

Account	Account Title	2018 Adopted	Proposed 2019
Supplies			
27270	Office Supplies	\$ 15,000	\$ 15,000
27280	Copy Supplies	\$ 6,500	\$ 4,700
27300	Postage	\$ 8,000	\$ 6,000
27400	Operating Supplies	\$ 151,776	\$ 139,513
Total Supplies		\$ 181,276	\$ 165,213

Other Services & Charges

38015	Investment Advisor Fees	\$ 2,574	\$ 2,574
38020	Audit Fees	\$ 13,343	\$ 13,343
38030	Computer Services	\$ 129,346	\$ 104,135
38180	Contractual/Professional	\$ 180,350	\$ 177,516
38500	Telephone	\$ 14,790	\$ 14,790
38600	Travel (mileage)	\$ 2,070	\$ 1,650
38800	Community Promotion	\$ 5,500	\$ 6,000
39000	Printing & Advertising	\$ 9,200	\$ 15,700
39100	Insurance & Bonds	\$ 134,061	\$ 134,061
39300	Repairs & Maintenance	\$ 124,500	\$ 126,700
39350	Facilities Charges	\$ 844,006	\$ 844,006
39560	Other Expense	\$ 6,850	\$ 7,750
39561	Reimb-Reimb	\$ 121,756	\$ 121,756
39580	Membership Dues	\$ 8,000	\$ 8,000
39600	Education & Training	\$ 20,000	\$ 20,000
39640	Refunds & Rebates	\$ 25,000	\$ 25,000
Total Other Services		\$ 1,641,346	\$ 1,622,981

Estimated Revenue

Prop. Taxes	\$ 6,904,080
State Funds	\$ 50,000
Contract income	\$ 119,938
Copier Fees	\$ 45,000
Overdue Fines	\$ 50,000
Penal Fines	\$ 150,000
Investment FMV	\$ 80,962
Gain/Loss	\$ -
Reimbursables	\$ 40,000
Fund Balance	\$ -
Other Revenue	\$ -

Total \$ 7,439,980

Capital

49770	Equipment Purchases	\$ 20,000	\$ 10,000
49773	Computer Software	\$ 30,424	\$ 35,000
49780	Books, Tapes, Etc.	\$ 410,650	\$ 426,800
Total Capital		\$ 461,074	\$ 471,800

Debt

59910	Loan Principal	\$ 1,175,000	\$ 1,230,000
59950	Loan Interest	\$ 861,200	\$ 802,450
Total Debt		\$ 2,036,200	\$ 2,032,450

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ADDENDUM D: Director's Program Report for January 2018

Mark Your Calendar for this!

- Friends of Michigan Libraries (FOML) Spring training March 8-9
- Planning meeting January 21 at 1:30

Upcoming programs include some of our greatest hits!

- Game of Thrones Escape Room – January 20-21
- Jazz Day: The making of a famous photograph – January 24
- Black & White like You & Me - February 7
- Open Mic night - February 23
- News Media Coverage of Malcolm X - February 28
- Battle of the Books – March 13-14
- Spell Bowl – March 28