

REGULAR MEETING MINUTES
SOUTHFIELD PUBLIC LIBRARY BOARD
WEDNESDAY February 14, 2018, 7 PM
SOUTHFIELD ROOM

Present: Rose, McCollough, Selman, Cohen, Lowenberg, Ewick

- I. CALL TO ORDER – the meeting was called to order by President Rose at 7:00 PM
- II. ADOPTION OF THE AGENDA - McCollough made a motion to approve the agenda as presented. Support by Selman. Motion carried 4-0.
- III. APPROVAL OF CONSENT AGENDA ITEMS - McCollough made a motion to approve the consent agenda as presented. Support by Selman. Motion carried 3-0-1.
 - A. January 2018 Minutes
 - B. January 2018 Treasurer’s Report
 - C. Correspondence/Articles
 - a. State of the City address invitation
 - b. Patron compliments
 - c. Article on Organizational Thermodynamics
 - A. FORMAL REQUESTS TO ADDRESS THE BOARD –
 - a. Doug Peneny stopped in to make a complaint about a patron who had been talking loudly at the reference desk, and the librarian who didn’t ask him to lower his voice. Mr. Peneny felt the librarian enabled the patron and allowed him to talk too loudly for too long. He noted that the patron was evidently hard of hearing but still felt the conversation was inappropriate. Ewick stated that he had spoken to the librarian, who had been trying to get the patron to understand that the information he needed was at the City Clerk’s office.
 - b. Mr. Peneny then complimented the Library for its resources and staff. He visits several times weekly and is impressed with the Library.

IV. REPORTS

A. Director’s Report

- A. **Personnel** - We are still hiring, which is a much more involved process than originally expected.

Recent/in process hires (*positions are open to outside individuals*):

- Youth Intern –
- Librarian 1 –
- Youth Division Coordinator –

Positions ready to be posted:

- Technical Services Librarian 3
- ILS Librarian 2

Positions yet to be posted:

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- Adult Librarian 2

Note: The coordinators are hiring additional part time persons as Substitute Librarians, Assistants, Computer Assistants, and Library Aides.

B. Building

Duane Richardson & Antonio Adams of the Facilities dept have been doing a great job of scheduling repairs. They are now meeting with Mary Beall monthly to discuss building issues in a more proactive way.

Projects in process at this time:

- Window repair & replacement project – Lansing Glass returned to review and double-check measurements to order windows. Ten additional windows were found that need to be replaced. These will be ordered but the installation will be done at a later date than those first identified.
- Leaks – We are documenting where leaks occur. Will have Lansing Glass review each area. They will return when the windows are in and will do leak repairs at that time.
- Storytime Room – still in discussion with Library Design Associates. Costs were prohibitive, so we have decided not to change the room’s theme, but only to repair/upgrade with new carpet & additional lighting without the complete renovation.
- Exterior security lighting upgrade – almost complete. Waiting on 1 fixture.
- Fountain – This project is back burner at this point. It is unknown what will be done with the fountain.

Recently Completed projects:

- Lights out on 2nd Floor – project complete, repairs made.

Upcoming projects:

- Carpet – Will replace carpeting in several public areas of the Youth Room.
- Audio/Visual upgrade – A request for bids through purchasing is complete. Project will involve replacing all the meeting room AV equipment (projectors, screens, microphones, etc.).
- Fire Panel – City Facilities has agreed to work with National Time & Signal to upgrade our fire panel.

C. Upcoming Programs

- Author Shaka Senghour - February 15
- Humanities Group begins – February 15
- Carl Henry – Jazz & Blues - February 21
- 1 on 1 Tech Talk help - February 21
- Open Mic night - February 23
- Heart Health – February 24
- Learn Google Docs – February 27
- News Media Coverage of Malcolm X - February 28
- Friends of Michigan Libraries (FOML) Spring training March 8-9
- Battle of the Books – March 13-14

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- Spell Bowl – March 28

V. BUSINESS

- A. **Wage increase** exploration - discussion on next steps. From HR: ACS Commission approves pay ranges for non-career positions. HR brings them recommended adjustments from time to time based on requests from user departments. If the Library has THE BUDGET to raise the rates, a recommendation of new rates that you believe will assist you in attracting and retaining high quality employees, and supporting salary surveys, (after review & HR approval) we can take this as an item to the ACS Commission for approval (they meet every two weeks), and that's it. It would help to see job descriptions, and perhaps show some enhanced technical knowledge that's required or additional duties these days that weren't there before.

Ewick was directed to get a definition of "Non-Career" from the legal department; review and update the job descriptions; and gather salary comparisons to begin the process.

- B. **Expansion of hours** – discussion on moving forward. Ewick told the board that the hiring process has not been completed, so training is not complete, and therefore he cannot expand the hours July 1, 2018 as planned. Staff is working with HR to complete the hiring as quickly as possible, but Ewick could not say how soon the expansion could occur.
- C. **Board member photos** – Ewick requested that the board take individual and group photos at the March meeting.
- D. **Meeting Date Change** – Ewick requested that the March 14th Board meeting be moved as that date is the Middle School Battle of the Books. The board instructed Ewick to move the next meeting to March 7, 2018.

IX. COMMENTS

Mr. Cohen expressed concern that with all the repairs and updating being done using LBA and gift funds, that no funds be spent on the fountain. There was agreement around the table.

- X. ADJOURNMENT - Cohen moved to adjourn the meeting at 7:48 pm.

**Next Southfield Public Library Board meeting is scheduled for
Wednesday, March 7, 2018 at 7pm.**