

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

Members present: Rose, McCollough, Mancini, Cohen, Lowenberg. Staff: Ewick

- I. CALL TO ORDER – **the meeting was called to order at 7:03 by President Rose.**
- II. ADOPTION OF THE AGENDA – **Motion by McCollough to approve the agenda. Support by Cohen. Motion carried 3-0.**
- III. APPROVAL OF CONSENT AGENDA ITEMS - **Motion by McCollough to approve the consent agenda. Support by Mancini. Motion carried 3-0.**
 - A. October 2018 Minutes
 - B. October 2018 Treasurer’s Report
 - C. Correspondence/Articles
 - a. When Values Collide – Meredith Farkas
 - b. National Family Literacy Month – PLA
 - c. In the Shadow of Pittsburgh – Emily Schneider
- IV. FORMAL REQUESTS TO ADDRESS THE BOARD – none received.
- V. REPORTS
 - A. Director’s Report
 - 1) City update –
 - expected tax increase: 2%, budget info out before Thanksgiving. Crime is down. The general fund will be out of balance and require approximately \$1.4 million from fund balance. Union contracts are being discussed: Police, Police Command are done. Others in process.
 - Ewick met with Lathrup administration. He is preparing to meet their Council. Staff are working on various outreach efforts to increase the number of card holders there. Much discussion on how to proceed and what other revenues are available to us.
 - DENSO has again gifted the library with \$5,000 toward Youth programs. A Certificate of Appreciation will be given to DENSO to thank them. Ewick & Rose signed the Certificates and they will be awarded to DENSO in December.
 - 2) Budget update – Budget info from the city has not been distributed yet but we are working on the 2020 budget with the idea that we must hold the line on operating costs in order to expand hours. Personnel will represent the greatest increase with a few other changes. It is unknown at this point if the revenues will cover all the changes. There was much discussion about how to save money for Capital Improvements in the Operating Budget. Ewick will ask City Financial officials about creating a Capital Fund.
 - 3) Personnel – Delays by the city’s HR dept. has caused major setbacks to our hiring.

- We are looking for Part Time Substitute Librarians & non-career people to prepare for expanding library hours.
 - Technology Systems Administrator – position has been ‘on hold’ since July, despite approval from City Administrator Fred Zorn – very frustrating.
 - Trying to reclassify two positions in the Tech division as the duties of the jobs have changed radically with technology’s advances. This has also been on hold.
 - Replacing two interns who completed their internship with us.
 - Discussion on the reason for the delays in HR created much concern in board members. The Board feels it is a priority to be able to move forward with hiring of such key personnel as the System Administrator; and they fully support reclassifying the two Tech positions. The Board offered to speak to City Administrator Zorn if that would move things along. Ewick will do so first and alert Board President Rose if assistance is necessary.
- 4) Building
- African American collection – these books are being reclassified & reintegrated.
 - Carpet – City Purchasing office is working on a Request for Bids. (LBA)
 - Fire Panel – Waiting on National Time & Signal.
- 5) Upcoming Programs
- Chapter a Night – *Nuts to You* by Lynne Rae Perkins
 - Story Time – continues on Tuesdays & Thursdays
 - Budget classes 11/5 at 5 for teens & 7 for adults
 - Sea Grass basket class on 11/7 at 6
 - Tech Talk – 11/7 at 2 pm & 11/14 at 7 pm
 - Urban Fiction Book Club – 11/7 at 7
 - RealBUSINESS program – 11/10 at 11
 - Internet Basics class – 11/13 at 10 am
 - Jazz & Blues with ZOOM on 11/14 at 6:30
 - African American Genealogy resources on 11/17 at 1
 - Manic Maker Mondays 11/19 from 4-5
 - Teen Group – Harry Potter Alliance 11/19 at 7
 - Substance Abuse – 11/19 at 7
 - Wrapping party on 11/28 & 12/10 at 7

VI. BUSINESS

- A. Expansion of Operating Hours discussion – Ewick shared the new weekly schedule that the management team has identified as being manageable. Target date: 7/6/19

Monday	1 - 9
Tuesday	10-9
Wednesday	10-9
Thursday	10-9
Friday	1 – 5
Saturday	10-5
Sunday	1 – 5 (Labor Day to Memorial Day)

These hours represent two opening times & two closing times, allow for Storytimes and more evening program opportunities, and they are more amenable to the Orthodox community. Personnel costs will rise substantially as we expand hours; and we may not

be able to add many additional programs but the priority is seen as being open more hours. **Motion to approve the hours outlined above: McCollough. Support: Mancini. Carried 3-0**

- B. Fountain repair– Mayor Siver has sent an invoice for repairs to the fountain in the amount of \$50,000 to be taken from the Miller Trust Fund. This was a contentious issue. The Board does not believe that they approved such an expenditure. The supported the concept that was shown to them this summer by Mayor Siver, but did not vote on any funding measure. Comments included: “It’s not needed to complete the library’s mission. It will break again and we will have to pay for repairs.” “We don’t have to have it.” “Let’s just put grass in there.” There was a consensus that more information is needed before any funding will be given. The board noted that they did not mean to give Mayor Siver a false impression that they had approved such an expenditure. They requested the following additional information before they will approve expenditures on the fountain:
- a. Detailed list of repairs already made, with costs attached.
 - b. Estimated cost of installation of the whale.
 - c. Estimated cost of removal of reflecting pool
 - d. Estimated cost of planting the area where the pool is removed.
 - e. The Library is not responsible for the restoration of the whale, or anything beyond the actual costs of the fountain.
 - f. The City to take responsibility for any needed repairs to the fountain for the first 5 years after it is installed.

**Motion to table any vote on expenditures for the fountain for six months: Cohen
Support: McCollough. Vote: 2-1**

- C. HVAC contract concerns – Ewick alerted the board to the fact that HVAC expenditures have been more than expected. With the new company taking over the maintenance contract, they have found several issues. It is expected that costs will become more within expected amounts in the second year of the contract but Ewick wanted the board to be aware.
- D. Audio/visual Request for Bids update– 6 bids were received ranging from: \$106,000 to \$175,000. All 6 companies are reputable and a decision should be made by next month so that work can be started in January. This work is funded by the LBA. All bidders are reputable and a decision should be made by the next board meeting so that the board can vote to award the bid or wait.
- E. Strategic Planning Request for Bids update – 8 bids were received ranging from: \$30,600- \$167,000. Ewick handed out summaries of the bids and requested that Board members review them to select their top 1-2 choices.
- F. The Youth team is creating a Discovery area. Mechelle Bernard developed a proposal to get young children ready to read. See attached proposal. The Board was very pleased with this idea and felt it perfect for the Youth room. **Motion to approve up to \$3,000 to be expended from the Phillips Trust for purchase and installation of the Discovery Area as presented made by Mancini. Support: McCollough. Motion Carried 3-0.**

IX. COMMENTS

Suggestion: Ewick should seek out newly elected Governor Whitmer and invite her here to kick off the opening of the Discovery Area. It was noted that literacy was part of her platform and we should work to ensure that she includes library funding as part of that initiative. Ewick will talk to his political connections and see what can be arranged.

X. ADJOURNMENT – President Rose declared the meeting adjourned at 9:00 pm.

Next Southfield Public Library Board meeting is scheduled for December 12, 2018

Respectfully submitted by David Ewick, City Librarian.