

SOUTHFIELD PUBLIC LIBRARY BOARD
REGULAR MEETING MINUTES
WEDNESDAY JAN 13, 2021; 7 PM

RemotePC meeting: Call 818-699-0758 PIN# 424335932

Present: Mancini, Collins, Johnson, Rose, Lowenberg, Ewick, City Admin. Zorn, Deputy Director Beall

- I. CALL TO ORDER – The meeting was called to order by President Rose at 7:11.
- II. ADOPTION OF THE AGENDA - **Motion to approve the agenda by Johnson; Support by Mancini. Collins noted that his name was wrong and should be corrected. Mancini accepted this change. Motion carried 3-0.**
- III. APPROVAL OF CONSENT AGENDA ITEMS - **Motion to approve the consent agenda by Mancini; Support by Johnson. Motion carried 3-0**
 - A. Minutes from last meeting – *(correction to be made on Bruce Collins II name)*
 - B. Financial reports – Revenue & Expenditure reports were reviewed.
- IV. FORMAL REQUESTS TO ADDRESS THE BOARD – none received
- V. REPORTS
 - A. Director’s Report – Ewick noted that the Library continues with curbside service, and will continue following City guidelines about public service; adding more services as able through the pandemic.
 - a) Capital Improvements – Ewick talked about the coming need to make some investments in the building. He is filling in forms to be included in the budget (CIP forms) that will explain what is needed and show estimated costs. Not everything must be done at once, but Ewick noted that the cost to issue bonds (borrow money) is at record lows now. Zorn & Lowenberg agreed with this statement. Mancini expressed concern that the library not borrow any money until extensive study is completed.

Ewick noted that there are funds available in the Fund Balance for some of the items. Zorn noted that the library has approximately \$8 million in Fund Balance, and will add about \$900,000 unspent from 2020. Ewick will complete the CIP forms and send them to board members for review. He also noted that several items have already been approved (for about \$650,000) and those items can be accomplished without any need to borrow. Ewick also suggested that many items be reserved for the new director’s study and approval.
 - b) State of MI Annual Report – The board packets included a page titled “SPL Fast Facts for 2020”. This is a sampling of the data that is gathered annually by the

Library of Michigan showing statistics for each Michigan public library. Ewick felt that the data on the handout includes some of the most likely information that community members might ask Board members. With this handout, members have the info at their fingertips.

VI. BUSINESS

A. Policy changes, revisions and additions

- a. **Hours of operation change** – The board reviewed the hours and discussed options. The consensus was that the library should return to being open two nights until 7:00pm each week. They left the final choice of nights to staff.
- b. **Review fines schedule** – The Board reviewed the schedule of fines for overdues. Ewick said he wanted to have Board members aware that the library has suspended overdues during the pandemic. It was noted that the automatic reminders emailed to patrons still state that fines will be charged. Ewick noted that items from other libraries through MEL may still generate fines for the patron if the loaning library charges SPL late fines. **Motion: Collins moved to waive fines until regular in-Library services resume. Support: Johnson. Motion carried: 4-0**

- B. New Officers for 2021** – After discussion the following persons were nominated:
Motion: Collins nominated Rose for President and Mancini for Vice President. Support by Johnson. Motion carried: 4-0

- C. HVAC repair update** – Ewick shared the need for a change order as part of the current repairs. Damage was discovered inside an air handler that must be repaired before the dampers are re-installed. Cost: \$3,088. Zorn noted that this should be covered in the contingency funds of the contract. **The board acknowledged the change order. Ewick will give the vendor approval to make the repairs.**

D. Director Search

- a. **Ewick retirement date** – Ewick shared a letter announcing that he will retire. MAR 26, 2021 will be his last day of work.
- b. **With the pending retirement of the City Librarian**, there are several steps to be taken in preparation for the search for a successor. Zorn stated he will work with Human Resources Director James Meadows to review the Job Description and various other City documents to assist the Board. Ewick suggested that current Deputy Mary Beall is the logical choice to act as Director in the interim. He noted that he feels she is highly capable and qualified for the role, if she is interested in the position.

Mancini noted to the newer Board members that the Library Director is the Board's only hire. She wanted to reinforce also that this is a Library Board matter, and that the City should only act in support. Ewick said that while the Board makes a recommendation, the Mayor of Southfield is the appointing

authority. Mancini will contact a friend who does executive searches for Library Directors and get some information.

IX. **COMMENTS** – President Rose thanked Board members for their continued work during the difficulties of the pandemic.

Ewick pointed out a page in the Board packets that lists upcoming Board member training available from the Library of Michigan. He highly recommended attending these virtual training opportunities if possible.

X. **ADJOURNMENT** – President Rose adjourned the meeting at 8:03 pm.

The next Southfield Public Library Board meeting will be FEB 10, 2021, at 7:00 PM