

**SOUTHFIELD PUBLIC LIBRARY BOARD**  
**REGULAR MEETING MINUTES**  
**February 12, 2020, 7 PM in the SOUTHFIELD ROOM**

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Present: Euni Rose, Bruce Campbell, Laura Mancini, Terry Selman, Dave Ewick, Irv Lowenberg

- I. CALL TO ORDER – Meeting called to order by President Rose at 7:06 pm.
- II. ADOPTION OF THE AGENDA – Motion to approve the Agenda by Selman. Support Campbell Vote: 4-0 Approved.
- III. APPROVAL OF CONSENT AGENDA ITEMS – Motion to approve the Consent Agenda by Selman. Support Campbell Vote: 4-0 Approved.
  - A. November 2019 Minutes
  - B. December 2019 Treasurer’s Report
  - C. January 2020 Treasurer’s Report
  - D. Correspondence/Articles
- IV. FORMAL REQUESTS TO ADDRESS THE BOARD – no patrons were present.
- V. REPORTS
  - A. **Director’s Report**
    - Reviewing Capital Improvements for the coming year and beyond.
    - Pushing the City to announce some non-career wage increases.
    - We have requested to hire 3 new full time persons:
      - 1 Librarian III in Technology to backfill an empty position. (funded)
      - 1 Librarian III in Adult – new position
      - 1 Librarian 1 in Youth – new position
    - Youth Room carpeting has been approved and should begin in April. The estimated time to completion is 3 weeks.
    - Technology has found that JVS has a recycling service. They are coming to remove and recycle our old, non-functioning equipment from the basement.
    - The Chamber of Commerce has asked if we would be interested in hosting the 2020 Taste of Southfield event. We will explore the pros & cons with them.
    - We are reviewing the City ADA policy with an eye to revising/tailoring it for Library patron comfort.
  - B. **Coming Program Highlights**
    - FEB 10 - Teen Gamee Night 7:00
    - FEB 18 - Starting a Business 10:30

- FEB 18 - Chocopalooza 4:00
- FEB 22 - African-American Read-In 1:00
- FEB 24 - Transgender 101 7:00
- FEB 25 - Gardening Guru with John Thompson 7:00
- FEB 19 - Jazz & Blues: Keller/Kocher Quintet 6:30
- FEB 20 - Mind, Body & Spirit Book Club 7:00
- MAR 4 – Holocaust Survivor Esther Posner

- C. **Long Range Plan update** – Ewick briefed Board members on the timeline of activities.
- D. **2021 Budget update** – Ewick shared the draft budget for 2021 with the Board, comparing the 1999, 2020 and 2021 budgets along with explaining some Capital Improvements he would like the library to undertake in 2021.

## VI. BUSINESS

- A. Request to pay Aielli Construction Company \$22,005.50 for Fountain restoration services. This would have to be paid from gift funds. Funds are available. **This item was deferred until more information is gleaned.** Ewick was instructed to contact the Mayor and ask for an accounting of how the library’s funds were spent. He will send the billing to the mayor for payment from the already donated funds which the library gave toward the fountain. It was felt that we’d given the funding already for expenses like this.
- B. State of the City address – 3/16 Regency Manor – 11-1:30 – Ewick asked if any board members would like to attend this annual function on behalf of the library. Those who wish to attend will contact Ewick.
- C. Request to approve up to \$649,32 from Fund Balance for Capital Improvements (to be added to the 2021 FY budget). Below is a breakdown of specific costs.

### Supplies:

#### Operating Supplies total: includes:

Second floor carpeting in public areas	\$170,000
Second floor carpeting Back of House	\$ 85,000
15 Individual study rooms (portable)	\$ 52,500
15 Dual person study rooms (portable)	\$ 90,000
1 Lactation Station	\$ 6,000
Replace staff computers (97)	\$ 98,499
Replace digital signs	\$ 4,000

**Subtotal: \$505,999**

### Other Services & Charges

Bathroom upgrades (touchless)	\$14,625
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## Capital:

### Equipment Purchases

New VOIP phone system	\$ 35,000
Net Equalizer	\$ 7,000
Print Card Dispenser upgrade	\$ 21,000

**Subtotal: \$63,000**

### Computer Software

MS Office 365 pro,	\$ 16,800
Win server upgrade	\$ 25,700
Upgrade ILS/Encore software to cloud	\$ 40,000

**Subtotal: \$ 65,700**

**Total cost: \$649,324**

**Motion to approve setting a ceiling of \$650,000.00 to spend toward the above requested expenditures from the library's fund balance made by Mancini. Support Selman. Vote: 4-0 approved.** Ewick will begin working with City officials to create Requests for Bids on these items, which will be integrated into the 2021 budget.

## IX. COMMENTS

Ewick was asked to look for a photo taken of the Library Board last year to be added to the website on the Board page.

Ewick was tasked with making sure patrons who attend the Transgender 101 program are aware of the subject matter so that no one is surprised.

Ewick is to review the Group Study Room policy, item #3 is unclear. He will rewrite the item and submit it for review in March.

Mancini noted that the library should designate some seating at programs as being for those with a handicap. There are labels available for purchase.

- x. **ADJOURNMENT – Motion to adjourn at 8:33 made by Selman. Support: Campbell. Vote: 4-0 approved.**

**Next Southfield Public Library Board meeting is scheduled for March 11, 2020**

Respectfully submitted: David L. Ewick, City Librarian