

**SOUTHFIELD PUBLIC LIBRARY BOARD
REGULAR MEETING MINUTES
WEDNESDAY May 12, 2021, 7 PM
Via Zoom**

Join Zoom Meeting
<https://us02web.zoom.us/j/86450390497>

Meeting ID: 864 5039 0497

Present: Euni Rose, Laura Mancini, Dr. Carole McCollough, Bruce Collins II, Joyce Johnson, Kennedy Ellis. City: Fred Zorn, John Michrina, Dawn King, James Meadows. Staff: Mary Beall, Lori Harris-Glore, Pat Kidd.

I. CALL TO ORDER: Meeting called to order by Pres. Rose at 7:08.

II. ADOPTION OF THE AGENDA:
Motion to adopt agenda-Joyce Johnson
Second: Dr. Carole McCollough
All in favor: Aye

III. APPROVAL OF CONSENT AGENDA ITEMS
A. April 14, 2021 Minutes
B. April 2021 Financial Reports

Motion to adopt Consent Items-Dr. Carole McCollough
Second: Bruce Collins, II
All in favor: Aye

IV. FORMAL REQUESTS TO ADDRESS THE BOARD
No requests to address the Board were made.

V. REPORTS
A. Interim Director's Report
Interim City Librarian's Report: May 2021

The first three items on the Capital Improvement Projects list from last month have been approved by Council and are in progress: new VOIP phones for all desks,

migration to Microsoft 365, and new staff laptops. These are long overdue projects that will increase our ability to communicate and collaborate.

The Library Technology Division was awarded a Library Services and Technology Act grant to purchase Raspberry Pi's and fund patron training classes and materials. After the classes are completed, the Raspberry Pi's will be available for general patron check-out. In addition, the library is purchasing hot spots and tablets for patron check-out.

The Library is currently pursuing another grant through the American Rescue Plan Act of 2021 under the category of enhancing technology access for the community. While still under development, the goal is to widen access points to the Library Wi-Fi. During the pandemic, our 24/7 access to the library Wi-Fi ___33 has been a valued service to the community.

Our in-house library newsletter, Staff Stories, was launched Monday. We hope that this will increase staff knowledge of upcoming programs and initiatives, as well as build a greater sense of community. Please let me know if you would like to be added to the distribution list for this and the @Your Library Online newsletter sent to all current cardholders.

We are continuing the redesign of the library website. The first change was to add a pop-up of current services, which has been very well received. The link to archived library virtual programs has been especially popular, as patrons discover programs we filmed during the shutdown that they may have missed.

Cable 15 and the Library are renewing the "More Than Books" program highlighting library offerings outside reference and reader's advisory. Stay tuned for programs showcasing what our library can do!

We are currently recruiting for four current positions (vacant due to retirement), and working to add two new positions: Emerging Technologies Librarian and Assistant Coordinator for Public Services. The Youth Coordinator and Clerk 1 positions have been posted. I will be meeting with HR to move forward with filling vacant position. The City has completed a salary survey and pay for non-career has been upgraded, this will be more attractive to recruit employees.

The Library is completing enhancements to our HVAC system, including adding UV filters to our air handlers.

The Coved Memorial and Visual Tribute will start on May 10 and continue throughout the month, with a candlelight service on May 11 at 8 p.m.
<https://www.cityofsouthfield.com/news/city-southfield-display-covid-19-memorial-visual-tribute-may-10-28> Included in this packet is a beautiful tribute to Youth Librarian Charlene Smith written by her fellow Youth Librarians.

New initiatives to follow under Business – thank you!

VI. BUSINESS

A. Recruitment/Selection process for City Librarian:

City Administration and HR will follow direction of Library Board regarding recruitment of City Librarian. City Administration/HR has reviewed all management positions. James Meadows, HR Director has been engaged to review all position, look at job descriptions and market studies. Goal is to ensure that the City is in line with market values regarding employment.

SPL will continue the Strategic Planning Process that was interrupted due to the pandemic. The goal is to reevaluate the library's goals and mission statement to better serve the Southfield community and to ensure that services are being offered that serve everyone.

Library Board gives it full support to Ms. Beall as Interim Director. The Board would like to meet with Ms. Beall to articulate goals and direction of City Director position.

B. Library Re-Opening:

Grab and Go Phase Discussion

Services offered in person on public floors (30 minutes)

- Browsing of library materials on all three floors
- Checkouts and Holds pickup
- Librarian Reference and Reader's Advisory consultations
- Library card applications, renewals, account issues at Circulation Desk
- Library Program sign-up
- Optional: Friends book sales

Services offered in the Meeting Room Lab:

- Computer use by appointment for 60 minutes (Optional: expand to other libraries in consortia)
- Walk-in quick printing, photocopying, fax, and scan services

Services continuing:

- Drive-up
- Phone and email reference and reader's advisory
- Book a Librarian
- Online Technology Help
- Virtual Computer classes
- Virtual Adult and Youth Programming

Services not offered at this time:

- Study Rooms
- Walk-in computer use
- Indoor programs
- Seating areas

Patrons will access to all collections and resources of the library on each floor. No seating will be available, furniture will be wrapped and moved.

City Mandate requires that all persons in any City building has to continue to wear masks regardless of vaccination status.

C. Expansion of Service Hours:

Proposed Increase to Library Service Hours:

Monday and Wednesday: 11-8 p.m. (adds one hour onto close)

Tuesday, Thursday, Friday: 11-5

Saturday: 11-3 (adds four hours onto weekend)

This schedule is proposed for the Summer as we open for Grab and Go, and can be revisited at any time.

Rationale:

Library usage pre-pandemic showed a sharp drop in library usage from 7-9 p.m.

The patrons who were still in the Library between 7-9 were using computers in public areas, study rooms, and other seating areas, all services that will not be offered during the Grab and Go phase.

Another reason for having the Library open until 9 p.m. in the past was to accommodate Programs. For the Summer, the in-person programs are scheduled for outdoors, and end at 8 p.m. due to weather and sunset.

Library usage during the pandemic has shown a sharp drop in library usage (drive-up, calls, computer use) between 5-7 on the days we stay open until 7 p.m. Statistics show calls and drive-ups averaging only 5-10 occurrences, and no computer appointments.

A review of libraries statewide shows that they all have suffered dramatic reductions in patron usage as people slowly move back into a new normal.

D. OHM Report on Outdoor Space- Repairs and Enhancements:

Many of the outdoor spaces around the library are in need of repair: pavers broken, shrubs and trees overgrown, pavers uprooted, and sidewalk repairs. The OHM report gives a detailed view of areas in need of repair and revitalization the report also includes details on how to enhance the areas for programming and public use. Ms. Beall requested the board the grant use of the Miller Trust to repair and enhance the outdoor garden and spaces for library programming use and to draw attention to the many amazing pieces of art throughout the City campus. The project will be done in phases the initial goal is to do major cleanup, remove and restock and plant for summer outdoor programming.

Be it RESOLVED that the Southfield Public Library Board made a resolution that the Miller Trust will be used to repair and enhance the library gardens and landscaping to improve access to the Library and programming. The amount is not to exceed \$200,000.00 for this project. Resolution: 05122021TRUST

Motion: Laura Mancini

Supported: Dr. Carole McCollough

Motion carried: 5-0

E. Summer Reading

Summer Programming 2021

- June 16, July 21, August 18 - Jazz and Blues @ Your Library (In person: Library patio)
- June 17 - In the Mist of the Storm: Oakland County's Antislavery and Abolitionism Activism in the Nineteenth Century
- June 21 – Animal Art @ the Library (In person: Library patio and circle drive)
- Tuesdays and Thursdays through August – Outdoor Story time with Rec on the Move! (In person joint program with Parks & Recreation to be held at various parks throughout Southfield)
- June 29 – Artistic Animal Antics Basics with Brad (In person: Library Patio)
- Fridays in July – Kitten Around the Kitchen with Ms. Shari (Virtual cooking show)
- July 8 & August 5: Tales Talk (Adult book discussion. In person: front lawn)
- July 14 – Get Your Tails Outside and Color! (Adult Coloring Break. In person: Library patio)
- July 24 - Tell YOUR Tale: A Writing Workshop with La Shaun phoenix Moore (Teens and Adults: Virtual)
- August 9 – Movie Magic Under the Stars (In person: front lawn)

Other “Tails and Tales” Summer Reading events:

- Youth and Teen Take and Make Craft Kits weekly
- Story Walks in the Circle Drive
- Social Media programs: Mock tails, Click Dog Training Demo, Animal Bingo, Pet Reading Photo Contest.

Also continuing this summer:

- Creecy Book Discussion (virtual)
- Urban Fiction Book Club (virtual)

IX. COMMENTS:

Covid Memorial: Ms. Beall attended the memorial celebration and remarked it was a comforting and fitting memorial to the residents of Southfield who lost their lives to Covid-19. The tribute was beautiful and families of victims lost were truly touched by the display.

City of Southfield – All American City finalist. Southfield is one of 20 cities competing for the title. A video was produced for YouTube that highlights all the great amenities that Southfield offers to its residents and to families.

X. ADJOURNMENT:

The regular meeting of the Southfield Library Board was adjourned at 8:38 pm.

Motion to adjourn Bruce Collins, II

Second: Joyce Johnson

All in favor: Aye

Next Southfield Public Library Board meeting June 9, 2021 or as needed