

**SOUTHFIELD PUBLIC LIBRARY BOARD
REGULAR MEETING MINUTES
WEDNESDAY June 9, 2021, 7 PM
Via Zoom**

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

Meeting ID: 864 5039 0497

ATTENDANCE: Eunice Rose, Bruce Collins, II. Laura Mancini, Joyce Johnson, Kennedy Ellis. City: Fred Zorn, Dr. Maria Calhoun, Irv Lowenberg, Mary Beall, Lori Harris-Glore, Pat Kidd.

- I. CALL TO ORDER: Meeting called to order by President Eunice Rose at 7:02 pm.

- II. ADOPTION OF THE AGENDA:
Motion to adopt agenda-Bruce Collins, II
Second: Laura Mancini
All in favor: Aye

- III. APPROVAL OF CONSENT AGENDA ITEMS:
 - A. May 12, 2021 Minutes
Motion to approve minutes of 5/12/2021 – Bruce Collins, II
Second: Laura Mancini
All in favor: Aye

 - B. May 2021 Financial Reports
Motion to approve financial reports- Joyce Johnson
Second: Bruce Collins, II
All in favor: Aye

- IV. FORMAL REQUESTS TO ADDRESS THE BOARD:
No requests to address the Board.

- V. REPORTS:
 - A. Interim Director’s Report

Acting City Librarian's Report: June 2021

The main focus of the past weeks has been preparing the library for reopening and hours expansion. We look forward to welcoming more patrons back in person! The City of Southfield is continuing their mask mandate for all visitors until at least July 1, and the Library will be following that.

Building:

- Had the roof inspected and we are getting all the recommended repairs. I asked for a thorough assessment of all seven roofs, and the current life-span of the roof is now at 5 years until replacement.
- Had all the windows inspected and we are awaiting the final report on needed repairs.

Staffing: recruitment continues for 5 unfilled positions and 2 new positions.

Outdoor Spaces Enhancement Project: Met with Parks and Recreation and an outside landscaper to decide plantings and schedule. Working with Purchasing on finding hardscape companies. Researching furnishings.

Partnerships:

- Talked with Shelley Freeman, head of the City of Southfield's Business Development Team, to explore ways to renew our partnership to provide information and resources to our business community. Our support of Southfield businesses was once a hallmark of the Library, and it could be again.
- Ms. Freeman also suggested our two departments renew conversations with the Southfield Public Schools on how we can both help them succeed. This was done several years ago, and the time is right to continue.
- Recently, I was approached by the training consultant for MiOSHA about possibly receiving free virtual workplace safety training seminars that we could share with our community as a conduit. More details to come.
- We are participating in several programs with Parks & Recreation this summer. Thanks to them for providing new ways to reach our families!

Friends of the Library: had a great meeting to discuss ways to restart services safely and support the Library. Book sales will occur throughout the summer in the Lobby or outdoors. Jazz and Blues concerts will kick off our summer programming starting June 16 on the patio and continue in July and August.

Laura Mancini: Ms. Mancini toured the library prior to re-opening and was very impressed with the shields, barriers and PPE for public use. She thanked the staff for all their hard work in getting the building ready to receive patrons.

VI. BUSINESS:

A. Recruitment/Selection process for City Librarian:

Mary Beall- Interim Director: The City HR Department requests that the Library Board review the current job posting for City Librarian in order to start preparing an updated job description.

Laura Mancini: Recruitment is moving ahead with discussion, revision and updating of City Librarian position. Ms. Mancini suggests a special board meeting to focus on discussing the job description of the City Librarian. Each board member will compile a list of goals they would like to see accomplished and send that information to Ms. Mancini to be compiled into a single document.

The Southfield Library Board has voted and agreed to holding a Special Meeting on Wednesday, June 30, 2021 at 7 pm.

B. Re-Opening:

The Southfield Public Library will reopen to the public on Thursday, June 10, 2021 for Grab & Go service. Patrons will be limited to 30 minutes visits.

- 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

Expansion of Service Hours to begin Monday, June 14, 2021:

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)

C. Strategic Planning:

Mary Beall- Interim Director: The strategic planning process is helpful in creating a road map for the future of SPL. It will allow the library to look at services pre-pandemic and to determine what the community needs post pandemic. Information had been gathered from staff and public pre-pandemic. New surveys will give insight into how different everyone may feel post-pandemic.

Joyce Johnson: Ms. Johnson would like summaries, survey questions, and statistics from the strategic planning surveys conducted pre-pandemic sent to the Library Board.

Be it RESOLVED that the Southfield Public Library Board voted that the Southfield Public Library will renew and continue contract with MCLS for Strategic Planning to develop a new mission statement and plan for new and diverse services for the Southfield community.

Motion: Laura Mancini

Supported: Joyce Johnson

All in favor: Aye

IX. COMMENTS:

Joyce Johnson: Ms. Johnson would like the position clarified on how questions or comments from patrons are addressed when submitted to the Library Board.

Mary Beall- Interim Director: Responses to comments, questions and emails from patrons will be addressed by the Interim Director and copied to all Library Board members.

Bruce Collins, II: Mr. Collins, II would like to see more money management classes and programs offered to teens and young adults.

Ms. Beall: The SPL Teen Librarian is very interested in offering more money management programs to young adults this fall and throughout the year.

Mary Beall-Interim Director: Summer Reading programs have kicked off successfully. Also, Mary Beall will be working with Shelley Freeman from the City's Business Development department to promote partnerships between the Library and Southfield Public Schools. June 16, 2021 will be the first Jazz & Blues concert of our summer series. The concert will be held on the Fountain Patio. Park Services, facilities and staff have done an awesome job in preparing the grounds for summer programs.

Kennedy Ellis: Ms. Ellis inquired regarding summer programming for very young children. The library has kicked off summer reading with story times, outdoor programming and Park & Recs on the move to provide various outdoor and in person activities for children of all ages.

The Southfield Sun will have an insert in its next edition detailing all the wonderful program being offered this summer at the Southfield Public Library.

X. ADJOURNMENT:

The regular meeting of the Southfield Library Board was adjourned at 7:45 pm.

Motion to adjourn Bruce Collins, II

Second: Joyce Johnson

All in favor: Aye

Next Southfield Public Library Board meeting July 14, 2021 or as needed