

**SOUTHFIELD PUBLIC LIBRARY BOARD
REGULAR MEETING MINUTES
WEDNESDAY December 14, 2022, 7 PM
(In Person)**

Southfield Public Library, Southfield Room (3rd Floor)

26300 Evergreen Road

Southfield Michigan

Present: Euni Rose, Bruce Collins, II, Joyce Johnson, Thalia Maxwell, Kennedy Ellis. City: Irv Lowenberg, Mary Beall, Lori Harris-Glore, Pat Kidd, Jesse Cleary.

- I. CALL TO ORDER: President Euni Rose called the meeting to order at 7:07 pm.

- II. ADOPTION OF THE AGENDA:

Motion by Thalia Maxwell
Supported by Joyce Johnson.
All in favor: Aye

- III. APPROVAL OF CONSENT AGENDA ITEMS:
 - A. September 14, 2022, Minutes:
Motion by Joyce Johnson
Supported by Thalia Maxwell.
All in favor: Aye

 - B. November 2022 Financial Reports:
Motion by Bruce Collins, II
Supported by Joyce Johnson.
All in favor: Aye

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

V. REPORTS:

A. City Librarian Report:

Library Monthly Report: November 2022

The Library continues its efforts to reach out into the community, and debut new programs and services.

Highlights

- The Adult Division introduced two new interactive programs: a seed sharing library (currently at 125 packets of flowers, vegetables, and herbs for patrons to take and use), and a hybrid book discussion and meet and greet hosted by a nationally known author via Zoom.
- The Library has launched a LinkedIn account, and increased its following on TikTok.
- The Youth department presented new programs on Scratch coding and has returned to visiting the schools for book discussions and story times. They have also started monthly visits to the Kennedy Learning Center.
- Microsoft Basics classes returned with Word and Excel basics classes scheduled through the winter.
- Back-end work on setting up auto-renewals, moving to a fine-free model, and streamlining patron account features continues, with a tentative full roll-out in Winter 2023.

Questions answered:

- Adult: 2567
- Youth: 1491
- Tech Help: 600
- Video conference reservations: 116

Programs:

- Adult: 9; 511 attendees/views.
- Youth: 33; 333 attendees.
- Technology Help: 8, 37 attendees
- Library-wide: 8; 224 attendees.

Circulation Stats: October 2022

- Checkouts --17,406
- Digital checkouts--3097
- Library Cards --200
- Items Added to Collection --1683 (1370 print, 313 AV)

Suggestions for scratch coding programs for adults, the library offers Raspberry Pi's for check out to patrons. City/Library to promote TOSS program to residents on its availability and use to residents to get to needed services and appointments.

VI. BUSINESS:

A. City Librarian Position/Contract (CLOSED session):

Closed session was tabled, the Library Board will create an official announcement to staff and residents regarding Mary Beall as the new City Librarian.

B. Fines: Amnesty and Fine Free Proposals:

Statistics show that 44% of libraries are now fine free and in five years it is predicted that up to 90% will be fine free. The loss to Southfield Public Library in revenues from going fine free is negligible. The Southfield Public Library Board submits the following resolution.

Be it RESOLVED that the Southfield Public Library Board hereby recommends and submit that the Southfield Public Library moves forward with implementing the Fine Free Policy to be instituted in early 2023, Resolution: Finefree12142022

Motion by Bruce Collins, II
Supported by Joyce Johnson.
All in favor: Aye

Fine Free Proposal and Timeline: December 2022

-SPL will be changing our Circulation Policy to eliminate late fees on nearly all overdue materials. Any late fees currently on your account will be erased; however, replacement or collections fees for lost or damaged items will still be charged.

- Patrons can return overdue items of any age, and the fines and replacement fees will be waived if the item is in good condition.

All patrons will start receiving up to two automatic renewals for items (exceptions: items that have a hold list and MelCat items.)

After two renewals, items will be considered overdue. If the item is more than 21 days overdue, we will assume that it is lost, and you will be billed for its replacement. If you're billed for an item, you can still return it. When the item is returned in good condition, we will waive the replacement fee.

- If an item you've borrowed reaches 31 days overdue, and or your total owed is more than \$25, your account will be referred to a collection agency and a \$10 collections fee will be

added to your account. You can still return the item—if returned in good condition at this point, we will waive the replacement fee, but you will still owe the \$10 charge for collections.

We are increasing the number of due date notices that we send out to help you keep track of return dates for items you have checked out.

Timeline: The Support Division has been working to update the ILS plus all notifications, messaging, and handouts. They estimate that both auto-renewals and fine free can be implemented in February 2023.

C. Rep. Brenda Lawrence Archive Collection:

Congresswoman Brenda Lawrence hosted a farewell event on December 9, 2022, at the Southfield Public Library. The event was very well attended in which Congresswoman Lawrence made her farewell address to her constituents.

Congresswoman Lawrence will be donating to the items from her extensive collection to be archived at Southfield Public Library. Items may include her congressional desk, copies of legislation, books, and other memorabilia.

D. Library 20th Anniversary:

20th Anniversary events will take place over the entire year highlighting new programs, spaces, resources, and services. Other events will include future displays from the historical society, staff events-photos through the years, staff reunion, most popular books throughout the years, mini time capsule and a new library card contest.

Suggestions to use Facebook and other social media outlets to get the community involved and to share photos they have collected throughout the years at the library.

E. Staff Mask Policy Reconsideration:

Staff have requested a reconsideration of employees wearing masks while working on the public floor. The use of barriers at the service desks impairs patrons being able to hear employees while conducting business. Employees officially request that masks be voluntary for use both on the public floor and back of house. Staff will continue to wear masks if have a known exposure to Covid 19 according to county and federal guidelines, and in areas which require masks as part of an ADA Accommodation.

Be it RESOLVED that the Southfield Public Library Board hereby amends the Mask Policy of September 14, 2022, Resolution: Maskupdate091422 that masks can be worn voluntarily by employees for both back of house in staff areas and on the public floor while working with patrons, unless dictated by county health

guidelines, or required as part of an ADA accommodation. Resolution:
Maskupdate12142022

Motion by Bruce Collins, II
Supported by Thalia Maxwell.
All in favor: Aye

VII. COMMENTS:

VIII. ADJOURMENT:

Be it RESOLVED that the Southfield Public Library Board hereby adjourns the December 14, 2022 meeting at 8:20 pm. The next Southfield Public Library Board meeting will be held on January 11, 2023 at 7 pm.

Motion by Bruce Collins, II
Supported by Joyce Johnson.
All in favor: Aye

Next Southfield Public Library Board meeting January 11, 2023, or as needed