

**Southfield Library Board
Wednesday, July 10, 2013
7:30 PM
Regular Meeting Minutes**

Present: Bernard Cohen, Deborah Evans, Carole McCollough, Julius Readus, Euni Rose

Staff: Mary Beall, Dave Ewick, Debby Wawrzyniak

I CALL TO ORDER

The meeting was called to order at 7:32 by Board President, Deborah Evans.

II APPROVAL OF MINUTES

Motion by Mr. Cohen, supported by Mrs. Rose,

13-21 RESOLVED: That the minutes from the regular meeting of May 22, 2013 be approved as submitted.

AYES: Cohen, Evans, McCollough, Rose

NAYS: NONE

MOTION APPROVED.

III REQUEST TO ADDRESS THE BOARD

None

IV ELECTION OF OFFICERS

The proposed Slate of Officers, as prepared by Carole McCollough, was distributed to all Board members.

Motion by Mrs. Rose, supported by Mr. Cohen,

13-22: RESOLVED: That the Slate of Officers as prepared by Carole McCollough, listing Deborah Evans as Board president and Julius Readus as Board vice president, be approved.

AYES: Cohen, Evans, McCollough, Rose
NAYS: None

MOTION APPROVED.

V TREASURER'S REPORT

The Executive Summaries for May and June, 2013 were discussed. Mr. Ewick gave a preliminary review of the total 12/13 budget that showed the reduced hours met the objective of keeping personnel costs within budget. He also pointed out that even though hours were reduced by approximately 30% visitors to the Library were only down by 3%. The final figures for the 12/13 fiscal year will not be available for several more weeks.

Mr. Readus arrived at 7:42 pm

Nothing that both the auditorium and café spaces are underutilized, Mr. Cohen suggested going back to the original architects to discuss having the two rooms remodeled to better meet the Library's needs.

Mrs. Rose agreed that it would be nice to have an auditorium capable of hosting theater groups for small plays with a stage and appropriate theater lighting.

Mr. Ewick asked Ms. Beall for her thoughts on this project. Ms. Beall said that she thinks it is always worth looking into ways to repurpose underutilized space.

Ms. Evans asked Mr. Ewick to prepare a report on this topic for the September meeting.

Ms. Evans asked about the status of Eva Gogola's work on revenue generating projects. Mr. Ewick noted that they have established a tickle file of names to contact regarding future projects that are generated for this purpose. A status report will be ready this fall.

Motion by Dr. McCollough, supported by Mr. Readus,

13-23 RESOLVED: That the Executive Summaries for May and June, 2013 be approved as submitted.

AYES: Cohen, Evans, McCollough, Readus, Rose
NAYS: NONE

MOTION APPROVED.

VI REPORTS

- A. Junior Library Board: Hannah Haynes reported that the Jr. Library Board does not meet during the summer. In the fall they want to look at ways to adjusting the summer reading program to be more appealing for 16 and 17 year olds.

She noted that interactive or social events are better than lecture or discussion style programs.

- B. Deputy City Librarian:

1. Building Update:

- a. New carpet was installed in the circulation lobby. Youth and Circulation report a significant reduction in noise. The carpet is actually carpet squares which will allow for easy replacement / maintenance / cleaning as necessary.
- b. As previously addressed, Bumler has recommended the purchase and installation of new boilers. Their proposal has been turned over to the City. The LBA has reviewed the project and the City's Purchasing Agent will be handling the purchase process. An engineer contracted by the City has already been over to inspect the current equipment. Mr. Cohen asked for the Board's role in this project. Ms. Beall explained that the Board's function is to support the need for the purchase by the Library.

Motion by Mr. Cohen, supported by Dr. McCollough,

13-24 RESOLVED: That the Library Board does hereby approve the purchase of new boilers for the Southfield Public Library as deemed necessary and appropriate by the Library Building Authority and in following the City of Southfield's Purchasing guidelines and requirements.

AYES: Cohen, Evans, McCollough, Readus, Rose

NAYS: None

MOTION APPROVED.

The project is being expedited to get it done in as timely a manner as possible.

- ### 2. Staff Update:
- No additional updates at this time.

VII OLD BUSINESS

- A. Café Update: Mr. Ewick reported that Legal is moving forward with the Library Board's lawsuit against CanStrong

It was noted that CanStrong is countersuing the Board for breach of contract caused by the change in Library's hours of operation. The Legal Department will continue to represent the Library Board as they move forward in response to this action. Updates will be brought to the Board as information becomes available.

The Board was notified that the Bluestar ATM machine is still in the space. A BlueStar representative reported that it was heavily used when the Eatery was open and wondered if the Board was interested in keeping it in place.

Mr. Cohen suggested that the discussion be tabled until the fall or after a decision about use of the space is made.

Finally, Mr. Ewick discussed alternate uses for the space. Previously, the Board approved the space becoming the new Friends Book Cellar. When suggested to the Friends, they expressed reluctance to do this. The current managers feel that the Café space is smaller than the space downstairs and would result in reduced sales.

Mr. Cohen suggested that Mr. Ewick ask the architects about reconfiguring the café space to better accommodate the Friends book sales. If it is decided that the Friends must move to the space for reasons of safety and security, then the Board will inform them that maintaining sales space in the basement is no longer an option and they will be moved.

VIII NEW BUSINESS

- A. Review of Public Computer Use and Internet Policy.

The new policy was distributed to the Board prior to the meeting allowing them time to review the document. Mr. Ewick noted that the policy is essentially the same as it was, the language for the new policy was provided by and required by TLN as the Library's new internet service provider.

Motion by Mr. Cohen, supported by Mr. Readus,

13- 24 RESOLVED: That the new Computer Use and Internet Policy be approved as submitted.

AYES: Cohen, Evans, McCollough, Readus, Rose

NAYS: None

MOTION APPROVED.

B. Role of the Friends of the SPL

The role of the Friends was discussed. Mrs. Rose said that when she was on the Friends their role was to raise money to pay for programming / materials / needs not covered by the Library's budget.

There was a brief discussion on things the Friends do to fulfill that role. They may not conduct as many programs as in the past but they hold book sales every month rather than once or twice a year. Additionally the Friends have attempted fundraising programs such as last year's "Hat's Off" program with Mr. Song. Finally, it was through the generosity of the Friends that the Library was able to replace all of the existing public-use white boards; something that could not be covered by the Library's operating budget.

C. ATM Machine: Already discussed

IX ALL OTHER BUSINESS

A. Programming: The Adult Summer Reading Program is underway. The Youth Program is called "Reading is our Thing" with Thing 1 and Thing 2 as the program mascots. Additional summer programs were discussed including the next session of the Humanities Group.

B. Correspondence: Correspondence was reviewed including a thank you note from Wanda Cook-Robinson for the book plated in her honor.

C. Other: Mr. Ewick informed the Board that the Friends are interested in selling refreshments, small bottles of water, candy and other snacks during the Jazz and Blues programs. Their thought is to partner with other organizations and split the proceeds from these sales with them. He asked if the Board had any thoughts on this.

As a performer, Mrs. Rose said that she was against this type of fundraising as being rude toward the performers. After additional discussion it was decided that the Board does not want the Friends to pursue this manner of fundraising at this time.

Other: Mr. Ewick distributed a letter from the Public Library Trustee Association of Oakland County looking for new members to the PLTAOC's Board of Directors. If any of the Board members are interested they should contact the group.

Other: Ms. Haynes informed the Board that her family has had difficulty navigating the new Encore catalog as a result they tend to use the Classic Catalog view. They wondered if others shared their views. She asked if it was possible to determine how many users continue to use the classic catalog instead of Encore.

The difference between Encore and the previous catalog were discussed in some detail. Mr. Ewick will check to see if it is possible to determine user satisfaction with Encore. Additionally, it was pointed out that Librarians will be glad to offer instruction on how to effectively navigate Encore if asked.

Other: Dr. McCollough noted that a storyteller is coming to the Library. She is aware that this type of programming is increasing in popularity at a rapid rate. She suggested it might be something the Southfield Library might want to explore.

Other: It was noted that the current meeting date, the 3rd Wednesday of the month, conflicts with the monthly Jazz and Blues program. Mrs. Rose asked if it might be possible to change the meeting day. All Board members were asked to consult their schedules and come prepared to discuss this at the next meeting. The Board was reminded that the Library is only open on Monday and Wednesday evenings.

IX PUBLIC COMMENTS

None

X ADJOURNMENT

Motion by Mrs. Rose, supported by Mr. Cohen,

13-25 RESOLVED: That the Library Board Meeting for July 10, 2013 be adjourned.

AYES: Cohen, Evans, McCollough, Readus, Rose

NAYS: None

MOTION APPROVED.

There being no further business to discuss the Library Board meeting for Wednesday, July 10, 2013 was adjourned at 9:36 pm. The next meeting will take place on Wednesday, August 21, 2013 at 7:30 pm in the Southfield Room located on the 3rd floor of the Southfield Public Library, 26300 Evergreen Road, Southfield, MI 48076

Respectfully submitted,

David L. Ewick
City Librarian