

Southfield Library Board
Wednesday, November 13, 2013
7:30 pm
Regular Meeting Minutes

Present: Bernard Cohen, Deborah Evans, Laura Mancini, Carole McCollough, Eunice Rose,

Staff: Dave Ewick, Mary Beall, Debby Wawrzyniak

Guests: Sue Ward-Witkowski

I. CALL TO ORDER

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

City Attorney, Sue Ward-Witkowski was welcomed to the meeting.

II. APPROVAL OF MINUTES

Motion by Mrs. Rose, supported by Dr. McCollough,

13-31 RESOLVED, that the minutes from the Library Board meeting held on October 9, 2013 be approved as submitted.

AYES: Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

III. REQUEST TO ADDRESS THE BOARD

Mrs. Campbell was not present to address the Board. Mr. Ewick gave a brief update on the issue. A letter sent to her was returned due to an inaccurate address. Mr. Ewick continues to have phone contact with her. She continues to indicate she would like to address the Board.

IV. TREASURER'S REPORT

The monthly Executive Summary was distributed to the Board.

With Mr. Cohen's arrival at 7:44 pm, it was decided to move to Old Business so that Ms. Ward-Witkowski may answer the Board's questions regarding the CanStrong issue.

VII. OLD BUSINESS

- A. Canstrong Update: Ms. Ward-Witkowski gave a brief overview of the issue noting that the Board made repeated attempts to work with CanStrong but that there was a lack of follow-through by both parties.

At this time the Board is asking for partial financial restitution for past due rent. Likewise, CanStrong is asking for partial financial restitution for monies spent to refurbish the Café.

The next step is arbitration, Ms. Ward-Witkowski asked the Board to carefully consider whether or not they wish to pursue this issue further as it is likely that the cost of arbitration could exceed the amount of any financial award.

Mr. Cohen stated that as much as the Board would like to move forward on this he could see that ending litigation at this time might be the wisest course of action.

Ms. Ward agreed.

Mrs. Rose suggested asking CanStrong to make a charitable donation to the Friends of the Southfield Library as a way of making restitution. Since the Friends are a 501(c)3 organization it would be seen as a tax benefit by CanStrong.

Ms. Ward-Witkowski said that she would be make that recommendation to the CanStrong attorney.

Motion by Mrs. Rose, supported by Dr. McCollough,

13-32 RESOLVED: That the Library Board does hereby authorize the City Attorney to approach CanStrong about making a \$1,000 charitable contribution to the Friends of the Southfield Public Library as a way of amicably resolving the current legal issues.

AYES: Cohen, Evans, McCollough, Rose

NAYS: None

ABSTAIN: Mancini
MOTION APPROVED.

Ms. Ward-Witkowski will contact the CanStrong attorney and report back to the Board as soon as she has additional information.

Ms. Ward-Witkowski left the meeting.

IV TREASURER'S REPORT (cont)

The Executive Summary has been edited to provide the Board with a more thorough review of the Library's annual expenditures. The Board should contact Ms. Wawrzyniak with any other information they would like to have available on the summary.

Motion by Mr. Cohen, supported by Ms. Mancini,

13-33 RESOLVED: That the Executive Summary of Expenditures for October be approved as submitted.

AYES: Cohen, Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

Regarding upcoming projects, Mr. Ewick noted that the RFID tagging system is becoming outdated and may require updating. This would require retagging the Library's complete collection. Due to staff limitations, this project may be contracted to an outside vendor when the decision is made to move forward.

V. REPORTS

A. Jr. Library Board: Ms. Haynes was not present due to her attendance at the National Youth Conference in Seattle.

B. Deputy Librarian's Report:

1. Building Issues to be discussed by Mr. Ewick later in the meeting.

2. Staffing:

- a. The Current Librarian Is have been promoted to Librarian IIs.
Librarian IIs may act as Librarian-in-Charge which eases scheduling.

- b. Staff has been involved in “Active Shooter” training. The session was conducted by the City. On a similar topic, the City is working at clarifying the roles of each department, including the Library, in case of an emergency due to natural or other disaster.

When asked to clarify, Ms. Beall pointed out that the Library’s technological infrastructure is separate from the City’s making the Library a natural command center should the main building be compromised in some manner. Additionally, the Library is a source for both shelter and communication – vital needs during some emergencies. There will be additional updates at future meetings.

Ms. Beall also reported that Tera Moon has accepted the position of Assistant Director at the Bloomfield Township Public Library. Her last day is tomorrow and she will be missed.

There was additional discussion on Library staffing issues. Mr. Ewick distributed a current organizational chart noting existing vacancies. A number of different plans for addressing staffing shortages were discussed. Mr. Ewick will be meeting with Mr. Scharret in the near future to address this issue.

Building Issues:

Mr. Ewick reported that the library’s Lutron System, the computerized central lighting system, is malfunctioning. The issue is with the mother board for the system that has developed a fatal flaw and will eventually cease functioning.

A bid for replacing this part of the system has been received. Repair is not possible due to the age of the system. A meeting has been scheduled with the Library Building Authority for tomorrow since funding for this project will be through the LBA. Once the LBA approves the project it should take approximately 4 weeks to complete.

Should the system fail completely before that time, it may be necessary to close the Library due to lack of lighting.

VI OLD BUSINESS

- A. CanStrong Update: discussed previously.

Mr. Ewick described a meeting with a vendor who may be able to acquire additional Office Software packages for the Library. This person also suggested turning the

auditorium into a “theater in the round” by raising the stage area and taking out a few rows of seats. This option would be less expensive than building a band shell outside the building.

- B. Café Space Update: Currently, volunteer physicians from Wayne State University have been using the Café space to assist patrons wanting to sign up for the Affordable Care Act. The Friends are planning to move to the space after the first of the year.

VII NEW BUSINESS

- A. Adult Use of Youth Room A memo to the members of the Board from the Coordinator of Youth Services was distributed. It described a recent situation whereby the City Administrator instructed Mr. Ewick to permanently allow an adult patron permission to sit in the Youth Room without being accompanied by a child in violation of Library Board policy. The patron describes physical disabilities making it difficult to use the elevator and the chairs in the youth room are the only ones she finds acceptable.

Some on the Board were familiar with the patron noting both her frequent appearances at Council Meetings and to the Oakland County Library. The Board agreed with the argument made by the Youth Services Coordinator that giving permission for one patron to violate policy sets a precedent that makes enforcing other policies more difficult.

The Library Board stated that the original policy must be upheld. The patron in question will be allowed to use the Young Adult area where her presence will not constitute a violation of Library policy.

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

- 13-33 RESOLVED, upon review, the Library Board is hereby rescinding any and all passes given to patrons permitting them access to the Youth Area when unaccompanied by a child. Such patrons who find that physical disability restricts their movements will be directed to the Young Adult area located adjacent to and on the same floor as the Youth Area and where their presence will not constitute a violation of Library Board policy.

AYES: Cohen, Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

The Board felt that the Youth Services Coordinator should be commended for bringing this to the Board's attention in such a clear and concise manner.

B. Updated Members List: was distributed to each Board Member.

VIII ALL OTHER BUSINESS

A. Programming: Though Sharon Draper was nearly an hour late, her recent program was well attended and well received.

Preparations for Battle of the Books 2014 has begun.

Mr. Ewick distributed the recent edition of "@ Your Library" to the Board.

Mr. Ewick will be speaking at the Green Trees Homeowner's Association next week.

B. Correspondence / Articles: Copies of recent correspondence from the Library Administration and the Library Board were distributed.

The Mayor has invited Mr. Ewick to join the City's delegation to South Korea next spring. Mr. Ewick will, upon the suggestion of the Board, think about it.

IX PUBLIC COMMENTS

None

X ADJOURNMENT

Motion by Dr. McCollough, supported by Ms. Mancini,

13-34 RESOLVED: That the Library Board meeting for November 13, 2013 be adjourned.

AYES: Cohen, Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

There being no further business to discuss, the Library Board Meeting for November 13, 2013 was adjourned at 9:38 p.m.

The next meeting of the Southfield Library Board will take place on Wednesday, December 11, 2013 at 7:30 pm in the Southfield Room located on the 3rd floor of the Library at 26300 Evergreen Road, Southfield, MI 48076

Respectfully Submitted,

David L. Ewick
City Librarian