

Southfield Library Board
Wednesday, December 11, 2013
7:30 pm
Regular Meeting Minutes

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

Staff: Dave Ewick, Debby Wawrzyniak

I. CALL TO ORDER

The meeting was called to order at 7:39 by Board president, Deborah Evans.

II. APPROVAL OF MINUTES

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

13-35 RESOLVED: That the minutes from the Library Board meeting held on
November 13, 2013 be approved as submitted.

AYES: Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

III. REQUESTS TO ADDRESS THE BOARD

None

IV. TREASURER'S REPORT

The Executive Summary was reviewed. The Board asked that a full expenditure /
revenue report be given to them every other month.

Mr. Cohen arrived at 7:49 pm

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

13-36 RESOLVED: That the Executive Summary for November, FY 13/14 be approved as submitted.

AYES: Cohen, Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

V. REPORTS

A. Jr. Library Board – Ms. Haynes has a conflict with meeting on the second Wednesday of each month. Also she will be graduating in the spring. It was suggested that Mr. Ewick meet with Shari Fesko about new candidates for the position of Student Representative to the Library Board.

B. Deputy Librarian's Report – Ms. Beall is unable to be here this evening and the report was given by Mr. Ewick

1. Staff Update

- a. Mr. Ewick was encouraged by the City's Human Resources Department to select someone to become "Acting Coordinator" for Support Services since the departure of Tera Moon has left this position unfilled. This position will be filled by Deborah Shepherd the current Assistant Coordinator for Technology Services. This is a temporary situation until approval is received to hire new employees.
- b. Mr. Ewick has spoken with Mr. Fred Zorn and believes that the City may begin filling vacant positions, on a case by case basis, after the first of the year. Outside applicants will be considered. He will be meeting with Mr. Scharret to discuss the Library's staffing needs as soon as possible.
- c. Staff is in the process of interviewing for substitute librarians and computer assistants.
- d. Personnel pages for the FY14/15 budget are being prepared by Ms. Beall. The goal is to keep personnel costs even with last year's expenditures.
- e. Human Resources has approved promoting five Librarian Is to Librarian IIs. These people will now be able to assume LIC duties.

VI. OLD BUSINESS

- A. CanStrong Update – Mr. Ewick reported that Ms. Ward-Witkowski had not yet met with CanStrong about the Board’s offer. There were questions about whether or not this means the case is moving forward. Mr. Ewick did not know any specifics but will speak with the City Attorney and report at the next meeting.
- B. Lutron System Update – price quotes have been received for materials from a number of Lutron Distributors. These quotes will be reviewed tomorrow so that work on the system can begin as soon as possible.

Ms. Mancini asked if there have been other incidents regarding the lighting system and Mr. Ewick said that there have been periodic outages throughout the building.

- C. Friends in the Café Space – Friends know they have to move and the plan is for them to begin doing so in early 2014. Mr. Ewick noted that the physical work will be done by the City’s Facilities Maintenance staff. Costs related to the move will be billed to the Friends.

VII. NEW BUSINESS

- A. The proposed 2014 Meeting Schedule was discussed.

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

13-37 RESOLVED: That the Southfield Library Board’s 2014 Meeting Schedule be approved as submitted.

AYES: Cohen, Evans, Mancini, McCollough, Rose

NAYS: None

MOTION APPROVED.

The schedule will be posted in compliance with the Open Meetings Act.

VIII. ALL OTHER BUSINESS

- A. Programming: The Library made application for a Smithsonian traveling exhibit on the Civil Rights Movement with the thought that it would be appropriate for display during Black History Month. Unfortunately, the Library's application was denied. With over 100 applicants it was not possible to award the exhibit to everyone interested. The Board commended Mr. Ewick and staff for making the application for this program.

Other programs for Black History month were discussed. The Board offered suggestions for local involvement.

- B. Correspondence and Articles: A letter to a banned patron was reviewed with suggestions made for future correspondence. Status updates on other patron issues were also discussed. Additionally, Mr. Ewick noted that a banned patron has been calling for reference help monopolizing staff time. He asked if it was ok to prevent banned patrons from phone service as well as personal service. Mr. Cohen said that such a decision was for the City Librarian to address but he thought that being banned from using the library included being denied service over the phone.

C Other:

- Ms Evans – wanted to discuss the security breach experienced at the Library earlier today. While the Library was closed, a patron entered the building through an unlocked door. Mr. Ewick addressed this by sending an email to the head of Facilities Maintenance staff asking him to remind his staff that no one is to exit by the main doors when the Library is closed. Mr. Cohen suggested a review of security procedures would be in order. He also suggested that the police be consulted to review all of the Library's security procedures.
- Mrs. Rose – asked if it would be possible to have members of the staff meet with the Board each month. It would be a nice way for the Board to learn more about the people working here and for staff to meet the Board.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

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

13-38 RESOLVED: that the Library Board meeting for December 11, 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 December 11, 2013 was adjourned at 8:55 pm.

The next meeting of the Southfield Library Board will take place on Wednesday, January 8, 2014 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