

SOUTHFIELD PUBLIC LIBRARY BOARD
Minutes of the REGULAR MEETING
From WEDNESDAY JUNE 18, 2014, 7:30 PM
SOUTHFIELD ROOM

I. CALL TO ORDER – The meeting was called to order at 7:30pm by President Euni Rose.

Present: board members Euni Rose, Carole McCollough, Bernie Cohen.
Staff present – City Librarian David Ewick, Deputy City Librarian Mary Beall.

II. APPROVAL OF MINUTES

A. Regular Meeting of May 7, 2014

Dr. McCollough made a motion to approve the minutes of the regular meeting of May 7, 2014, as presented. Support by Mr. Cohen. Motion Carried.

III. REQUEST TO ADDRESS THE BOARD

No requests to address the board were received.

IV. TREASURER'S REPORT

A. Revenue & Expenditure Report for May, 2014 – 88.5% of expected revenues have been received. Outstanding revenues include a contractual payment of \$58,906 from Lathrup Village. An invoice has been sent. Approximately \$70,000 in Reimbursables are expected from other City departments, which may not be received before the end of the fiscal year. No Penal fine funds were received in fiscal year 2013-4.

Staff has done a wonderful job in cost containment. 71% of the budget has been expended, but there is still a \$1.5 million building bond payment to be withdrawn. When that is added to the expenditures, the percentage rises to 92%.

Ewick was instructed to draft and send a letter to the City Council stating how the Library has been effective in controlling costs and staying under budget, and copy the letter to the library staff.

Mr. Cohen made a motion to approve the reports as presented. Support by Dr. McCollough. Motion carried

V. REPORTS

A. Junior Library Board – no report. Mr. Ewick was instructed to contact the Mayor's office to determine how soon a new member will be appointed.

B. Deputy Librarian

a. Building Update – Boilers are being ordered to replace current ones.

Due to the reductions in number of staff members, work spaces in various divisions are being re-arranged to increase efficiency.

b. Staff Update –

We have been interviewing several outstanding candidates for the vacant intern positions. There will be 5 new students starting soon.

Hiring for the Administrative Assistant and Adult Services Coordinator is progressing, albeit slowly.

VII. OLD BUSINESS

- A. Vending Machines at the Library – Mr. Ewick investigated adding vending machines for the public. Modern Vending is the City’s current vendor, and is willing to add machines if requested. Ewick showed the Modern Vending website, and photos of a couple of other libraries’ vending areas. **Staff will work with Modern Vending to devise a plan for location / number of machines, then report back to the board for approval.**
- B. Gift Policy – Legal Dept. recommendation – A response has been received from the legal department. **Mr. Ewick distributed the updated policy and requested that board members review it for discussion at the next meeting.**
- C. City Librarian’s Vacation Time – Mr. Zorn apprised the Board in May that there is a question about Mr. Ewick’s vacation time that requires a board decision. When hired, Mr. Ewick negotiated to receive 4 weeks of vacation time upon hire. According to City Policy, after 5 years, employees receive an additional week of vacation time. The Board must decide whether to grant an additional week of vacation time to Mr. Ewick or to keep him at the current 4 week level.
After discussion, Dr. McCollough made a motion to approve granting Ewick a 5th week of vacation time. Support by Mr. Cohen. Motion carried.

VIII. NEW BUSINESS

- A. Student library users policy – Ewick presented questions for discussion. His recommendation is to allow him to gather more information. After discussing various pros & cons of charging local schools, the board decided that the current policy is the best way to handle this issue, so **no action will be taken.**
- B. Portrait Transfer Request – The Jewish War Veterans of Michigan Archives have approached the library with a request that the library donate a portrait of PFC Dennis Greenwald to the Archives. The portrait was given to the library by the Greenwald family and has been stored in the basement. Mr. Ewick recommends that the portrait be given to the Archives so that it can be placed with similar memorabilia and be more accessible to the public.
Mr. Cohen made a motion to transfer ownership of the portrait to the Archives. Support by Dr. McCollough. Motion Carried.
- C. Declaration of the Right to Libraries – Mr. Ewick presented an advocacy idea developed by ALA President Barbara Stripling wherein libraries hold signing ceremonies of a document entitled the Declaration of the Right to Libraries. This has been done locally by Redford Township Public Library and is a way to celebrate the library as well as increase its profile in the community.
The Board feels this is a great opportunity to remind the community of the value of the library as a resource and encouraged development of the event.
One concern is that the Declaration doesn’t address head-on the importance of libraries despite the advent of the internet. Ewick will explore how this could be included.
- D. City Complex – The City Planning office has asked the Library to participate in an upgrade of the city complex area by paying for a walkway along the fountain. Costs

are estimated at \$31,000. Mr. Ewick has asked the Friends to consider paying for the construction, or helping. Ewick recommends doing the project, whether the Friends participate or not. He requested that the Board approve funds from the Miller Trust to pay for the walkway; and that future plans be made to install some sculptures along said walkway.

Mr. Ewick will invite City Planner Terry Croad to a future board meeting to allow him to explain more about the plans for the municipal complex and how this walkway would improve library services. **This item was tabled for further discussion.**

IX. ALL OTHER BUSINESS

- A. Programming – Ewick noted the Summer Reading Programs, Genealogy Lock-in and tomorrow's author visit by Joelle Charbonneau as upcoming programs.
- B. Correspondence / Articles – Mr. Ewick distributed an article: *Man with Gun at Kalamazoo Library event raises open-carry concerns*. He noted that staff is going to discuss the proper way to address such a situation if it should occur here.
- C. Other – Mr. Ewick had several library news items to share with the board.
 - The 2014-15 Budget was approved by the City Council on June 16.
 - Ms. Beall will be on vacation July 14-18
 - Mr. Ewick will be on vacation July 19-August 2.
 - The Friends Book Cellar move to the Café space is moving forward, slowly.
 - Ewick is working with Cable 15 on a new Library show that will focus on showing viewers facets of the library's webpage. First taping is Thursday.
- D. **The July 9, 2014 meeting is canceled unless important business arises that must be resolved, in which case Mr. Ewick will contact Board members.**

X. PUBLIC COMMENTS

There were no public comments.

XI. ADJOURNMENT – The meeting adjourned at 9:02 pm.

NEXT SCHEDULED MEETING:

WEDNESDAY, September 10 at 7:30 PM