

**Southfield Library Board**  
**Monday, March 17, 2014**  
**7:30 pm**  
**Regular Meeting Minutes**

**Present:** Bernard Cohen, Deb Evans, Laura Mancini, Carole McCollough,

**Staff:** Mary Beall, Dave Ewick, Debby Wawrzyniak

**Ex Officio:** Irv Lowenberg

**I. CALL TO ORDER**

The meeting was called to order at 7:31 pm by Library Board president, Deborah Evans.

**II. APPROVAL OF MINUTES**

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

14-06 RESOLVED: That the minutes from the regular meeting of January 8, 2014 and the special meeting of February 26, 2014 be approved as submitted.

AYES: Cohen, Evans, Mancini, McCollough

NAYS: None

MOTION APPROVED.

**III. REQUEST TO ADDRESS THE BOARD**

Mr. Ewick introduced Deborah Shepherd to the Board. Ms. Shepherd is a 9 year employee currently serving as the acting coordinator for Support Services. He noted that both of them attended PLA this past weekend in Indianapolis. .

Ms. Shepherd discussed her occupational background in some detail. She also talked about her new responsibilities in the Support Division. One of these is the new RFID tagging project.

Ms. Shepherd gave a brief history of the current RFID tagging system which was installed as part of the new library project. The tagging system, called Checkpoint,

has become obsolete and will no longer function as of December 31st, of this year.

The largest cost of this project will be in retagging all of the Library's materials. Other costs include the equipment to read the tags. It was pointed out that cost to maintain the new system is less than the cost to maintain the current system.

Ms. Shepherd distributed a handout outlining the project and thanked the Board for their time. They also thanked her for taking time to speak with them.

#### **IV. TREASURER'S REPORT**

The Executive Summaries for January and February 2014 were reviewed and discussed. Mr. Ewick also pointed out that revenues are up a bit more than anticipated.

Additionally, the process for refinancing the bonds will begin this fall with a possible date of February, 2015 to resell the bonds. The refinancing will only take place if interest rates are favorable. Additionally, the benefits will have to be weighed against the longer schedule for repaying the bonds.

Mr. Cohen asked if the resale will require public approval. Mr. Ewick did not know but will check with Mr. Zorn.

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

14-07      RESOLVED: That the executive summaries for January and February be approved as submitted.

AYES:      Cohen, Evans, Mancini, McCollough

NAYS:      None

MOTION APPROVED.

#### **V. REPORTS**

**A. Jr. Library Board:** Ms. Fesko continues to consider students she knows as candidates for the Board's new Student Representative.

**B. Deputy Librarian Report:**

1. Building Update: Ms. Beall reported that the rebidding process for the new boilers will begin soon. The boilers will be installed this summer. Additionally, several repairs to the HVAC system, including the replacement of some coils which have burnt out, are also being bid on at this time.

Ms. Beall explained that the cost of these repairs is covered by the building project surplus through the Library Building Authority,

The annual roof inspection is scheduled to take place soon and may result in some needed repairs and/or maintenance. Windows are also scheduled to be inspected this year.

Finally some public area carpeting is in need of replacement and funds for this have been provided in the 2014/2015 budget.

2. Staff: Ms. Beall reported that the five new LICs have completed their training and are acting as Librarians-in-Charge.

While Mr. Ewick was attending PLA in person, Library staff were able to attend a number of sessions thru their "Virtual Programs". These were very interesting and, as they are archived, will be available for staff to review for the next year.

## VI. OLD BUSINESS

- A. **CanStrong Update:** Mr. Ewick reported that Sue Ward-Witkowski has not received a response to her letters from the CanStrong attorneys. There was some discussion about this as the Board wondered about filing deadlines. Mr. Ewick indicated that he will meet with the City Attorney for additional clarification.
- B. **Lutron System Update:** Ms. Beall reported that the equipment has arrived and installation will begin next Monday.
- C. **Administrative Assistant Vacancy:** Mr. Ewick has received approval from Fred Zorn to fill the vacancy that will be created with Debby Wawrzyniak's retirement. Mr. Zorn has also asked Mr. Ewick to hire a staffing efficiency expert to review all of the current vacancies. Mr. Cohen noted that a staff expert specializing in libraries is important for an accurate review of the Library's staffing needs. Mr. Ewick further explained that this type of review was originally part of the Long Range Plan, but can be completed ahead of the LRP project.

Dr. McCollough suggested Mr. Ewick contact the ALA for referrals and Ms. Evans also had a contact for Mr. Ewick to follow up on.

- D. **Friends Relocation to the Café Space:** Mr. Ewick reported that the locks have been changed and Facilities Maintenance will be contacted to come and clean the space prior to the Friends moving upstairs. At this time the plan calls for their Friends to use the space for the first time for their June book sale.

**E. Long Range Plan Update:** Mr. Ewick asked if the Board had an opportunity to review the “Scope of Work” portion of the Request for Proposal he developed. The document was reviewed and discussed by the Board with some suggestions made and clarifications requested regarding some of the details. An updated Request for Proposal will be brought to the Board for approval next month.

**F. Charles H. Wright Museum of African American History:** Kelly Rembert is in contact with representatives of the museum. Plans for them to bring programming to the Library are being discussed. Donation envelopes are also being made available to the Library. Mr. Cohen appreciated the efforts being made but would still like for more definitive fundraising to take place here. The Board also requested that a link to the museum be placed on the Library’s webpage.

## VIII NEWS BUSINESS

**A. Banning / Appeal Process Review:** Suggestions to the policy were reviewed and discussed.

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

14-08 RESOLVED: that the Banning / Appeal Process for the Southfield Public Library be approved as discussed.

AYES: Cohen, Evans, Mancini, McCollough

NAYS: None

MOTION APPROVED.

**B. Exhibit Policy:** Changes to the Exhibit Policy have been proposed. The changes deal with eliminating the Café space as an exhibit area as well as allowing Library staff to dismantle displays if the owner does not do so before the next exhibit/display must be set up

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

14-09 RESOLVED: That the new Exhibit Policy be approved as submitted.

AYES: Cohen, Evans, Mancini, McCollough

NAYS: None

MOTION APPROVED.

**C. DVD Renewal Policy:** A patron questioned why DVDs are not eligible for online renewal. The same patron also questioned the number of DVDs and CDs individuals

are allowed to check out at one time. These questions prompted staff to be reviewing all of the Library's borrowing policies. The policies, along with suggestions for updating them, will be brought to the next meeting.

- D. **Youth Room Policy:** Mr. Ewick reported that a few people have begun questioning the Youth Room Usage policy. There was some discussion about the mixed messages being sent to patrons in that adults can use the youth room computer lab and group study rooms without being accompanied by child, but cannot sit and use their own laptop or read in the main youth room without being accompanied by a child. It has been determined that the policy is sound but the sign will be rewritten to provide greater clarity.
- E. **2014/2015 Budget Review:** The 2014/2015 budget was discussed in detail. Revenues and expenditures are virtually unchanged from the FY 2013/2014. The balanced budget requires use of a portion of the available fund balance. The City Administrator, Fred Zorn, has reviewed the budget with Library Administration.

## **IX ALL OTHER BUSINESS**

### **A. Programming:**

- Mr. Ewick discussed upcoming programs including Battle of the Books taking place on March 18<sup>th</sup> and 19<sup>th</sup>.
- Resume review workshops through MichiganWorks will be conducted at the Library.
- Rudy Hobbs will be hosting Affordable Care Act sign-up sessions here at the Library.

### **B. Correspondence:** Letters to and from the Board were reviewed.

### **C. Other:**

- Kelly Rembert is looking at getting business cards for the members of the Library Board.
- Table and chairs from the Café have been moved to the meeting room hallway. There has been some positive feedback from patrons although staff has expressed concern that the space will increase loitering and food consumption.
- Dr. McCollough said that she would like both Mr. Ewick and Ms. Beall to create a timeline to reduce and eventually eliminate desk time from their schedules. Additionally Ms. Evans pointed out that it having the City Librarian shelve DVDs

might not be the best use of Library resources. Ms. Mancini finds her time on desk to be very valuable and Ms. Beall agreed. The Board acknowledged that Library Administration wants to help out but must consider the best use of time. This item will be put on the agenda for April's meeting for further discussion.

## **VIII PUBLIC COMMENTS**

NONE.

## **IX ADJOURNMENT**

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

14-10 RESOLVED: That the regular meeting for March 17, 2014 be adjourned.

AYES: Cohen, Evans, Mancini, McCollough

NAYS: None

MOTION APPROVED.

There being no further business to discuss the Library Board Meeting for March 17, 2014 was adjourned at 9:48 pm

The next meeting of the Southfield Library Board will take place on Wednesday, April 9, 2014 at 7:30 pm in the Southfield Room located on the 3<sup>rd</sup> floor of the Library at 26300 Evergreen Road, Southfield, MI 48076

Respectfully submitted,

David L. Ewick  
City Librarian