

**Southfield Library Board  
Wednesday, April 9, 2014  
7:30 pm  
Regular Meeting Minutes**

**Present:** Bernard Cohen, Deborah Evans, Laura Mancini, Eunice Rose

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

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

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

14-11 RESOLVED: That the Library Board minutes for the meeting of March 17, 2014 be approved as submitted.

AYES: Cohen, Evans, Mancini, Rose

NAYS: None

MOTION APPROVED.

**III. REQUEST TO ADDRESS THE BOARD**

Kelly Rembert, Outreach Coordinator was introduced to the Board. She began her career with the Library ten years ago as an intern.

Ms. Rembert described her position specifically and the role of Outreach within the Library and the community at large.

Ms. Rembert spent time talking about the Charles Wright African-American Museum and plans that are in development for bringing exhibits and programming to the Southfield Public Library

While there will be no fundraising activities permitted at the Library, representatives are able to raise awareness of the Museum and it's financial needs during any programs conducted at the Library

Ms. Rembert is also working on business cards for Library Board members. A mock-up will be ready for review by the Board at the May meeting.

The Board thanked Ms. Rembert for her work at the Library. Ms. Mancini shared Oakland County's high opinion of the Southfield Public Library's marketing and programming which is largely the result of Ms. Rembert's work.

Before leaving, Ms. Rembert promoted the photo booth that will be here next week to promote National Library Week.

- Mrs. Rose asked to speak to the Board and said that she heard from Security Officers that many patrons ask about having vending machines available for patrons to use. She now thinks it is a good idea.

There was a brief discussion on this topic. It was pointed out that if the Café is going to be reconfigured for the Friends, space can be set aside for a few vending machines. Ms. Mancini suggested Mr. Ewick contact libraries with vending areas to hear about the pros and cons.

She also pointed out that a quick survey on the Library's website can be used to see what kind of impact the lack of snack / beverage concessions is having on patrons.

Ms. Beall said that it is important to avoid sending mixed messages to the patrons by offer food and beverage concessions next to signs that say there is no food permitted in the Library. As a final note, Ms. Evans suggested finding out if the public area of the library can be serviced by the City's vending company and asked that this topic be included on next month's agenda.

Mr. Cohen noted that the Evergreen Road round about project needs to be taken into consideration. During the project it may be more difficult for patrons to come and go.

### **III TREASURER'S REPORT**

- A.** The expenditure and revenue report for March was reviewed. Mr. Ewick also noted that the Library's projected revenue for 2014/2015 was increased by about \$300,000.

There was a brief discussion on the balance of the Library Building Authority project fund surplus and the fact that many of the repair / replacement projects being considered for the next few years will likely deplete the account. When funding has been exhausted, funds for repairs and maintenance will have to come from the Library's operating budget.

Motion by Mrs. Rose, supported by Ms. Mancini,

14-12 RESOLVED: That the Library's revenue and expenditure report for the current fiscal year through March, 2014 be approved as submitted.

AYES: Cohen, Evans, Mancini, Rose

NAYS: NONE

MOTION APPROVED. .

- Mr. Ewick provided a brief update on refinancing the Library bonds based on a meeting he attended this morning. Topics included locking in a rate, how extra funds from the reduced payment will be used and making sure that no additional time is added to the bond's term.

Detailed explanations about the specific terms of the bond can be addressed by Mr. Lowenberg. Also discussed at the meeting was increasing the Library's revenue.

Laura Mancini suggested looking at the Library's policy that allows students attending school in Southfield to enjoy full library privileges for free. It may be appropriate to charge a nominal fee to college students attending "for profit" institutions in Southfield for library privileges.

Mr. Ewick also reported on his ongoing search for an efficiency expert specializing in library staffing. He will review the list of firms he has acquired and begin getting some price ranges. Additionally, Mr. Zorn has repeated his plan to hire additional staff upon completion of the efficiency expert's report.

#### IV. REPORTS

**A. Jr. Library Board:** Mr. Ewick is working with Ms. Fesko to see if Katheryne Stinson would be interested in being appointed as the Library Board's next student representative.

**B. Deputy Librarian Report:**

1. Building Update: currently in process of having the chillers turned on. At the same time, damage that occurred during the severe cold is being repaired.
2. Staff: LIC's have completed their training and have begun working weekends.

All five of the Library's intern positions will be vacant soon. Approval has been given to fill all vacancies in a timely manner.

Shari Fesko, Teen Librarian, gave a presentation in Techemseh, on working with teens in the library. She has been invited back to talk about safety for everyone at the library

**V. OLD BUSINESS**

- A. Library Borrowing Policy Review:** the only suggestion made by staff is to change the policy to allow feature films to be renewed. Staff did not see any need for other changes to the policy. Currently, the Southfield Library is the only local library that does not allow renewal of feature films.

Motion by Mrs. Rose, supported by Ms. Mancini

14-13 RESOLVED, That the Southfield Public Library's borrowing policy will be changed to permit the renewal of feature films provided there is not a hold on the item being requested for renewal.

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

MOTION APPROVED.

- B. Library Director and Assistant Director Desk Schedule:** Tabled until next month.

- C. CanStrong Update:** Nothing to report

- D. Lutron System Update:** System update complete.

- E. Vacancy Update:** Mr. Zorn has approved posting for the position and interviewing interested candidates. Ms. Robinson will be assisting the Library with the process. At this time, no confirmed time frame has been established. The Board encouraged Mr. Ewick to set a time limit on the process with Human Resources. The Board would like the process complete by June 1<sup>st</sup>. Mr. Ewick indicated that he will share the Board's concern with Human Resources, but that he is not worried and that the position will be filled in a timely manner. With some of the Board concerned how a lengthy vacancy could negatively impact library function Ms. Mancini suggested inviting the HR director to the June meeting if measurable progress has not been made by that time.

**F. Friends Relocation to Café Space:** The space has been cleaned. The Friends remain reluctant to move upstairs. Plans to remodel the space to better suit the Friends book sale needs are being considered. Based on the previous discussion, Mr. Ewick wondered if he should again consider the café space for concession purposes. The Board agreed that the first priority is to get the Friends out of the basement. Ms. Mancini suggested encouraging the Southfield Friends to visit other libraries book sale space for ideas to us the café space effectively.

It was further suggested that the Library can offer to pay for refurbishing the space utilizing fit funds to cover the cost.

It was further suggested that the Friends move upstairs with minimal remodeling until they get a better understanding of their needs or if more appropriate space can be found during plans for the auditorium remodeling. The earliest the friends can be upstairs is early June.

**G. Long Range Plan Update:** Based on suggestions by the Board the updated scope of work for the Long Range Plan RFP was presented to the Board. Once approved the document will be sent to the City's Purchasing agent to start the process.

**H. Gift Policy:** 2 drafts were presented for the Board's review. Ms. Mancini asked if the City's Legal Department review this work. When told that Legal does review policies the Board asked Mr. Ewick to forwarded both drafts to Legal requested that they make a recommendation on the draft the Board should approve. Mr. Ewick was further told to give Legal a deadline of June 1<sup>st</sup> so the item can be added to June's agenda.

## **VI. NEWS BUSINESS**

**A. Slate of Officers:** Dr. McCollough will be asked to prepare a slate of officers for presentation at the June meeting. Nominees will be given for the positions of President, Vice President, Treasurer and Secretary.

## **VII ALL OTHER BUSINESS**

**A. Programming:**

**B. Correspondence:**

- Email from Chris Campbell about future Cable programming featuring the Library was shared with the Board.

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**C. Other:**

- New wording of the Children’s Room policy was presented to the Board.
- Statistics from the 2013 State Data Report were shared with the Board.

It was pointed out that Southfield Library users borrow more than 10,000 items from other libraries while only 7,000 items were requested from our collection. The Board asked Mr. Ewick to provide a breakdown of what materials are being requested from other libraries to see if there needs to be review of collection development.

**VIII PUBLIC COMMENTS**

None.

**IX ADJOURNMENT**

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

14-14 RESOLVED: That the Library Board meeting for April 9, 2014 be adjourned.

AYES: Cohen, Evans, Mancini, Rose

NAYS: None

Motion approved.

There being no further business to discuss the Library Board Meeting for April 9, 2014 was adjourned at 9:35 pm/

The next meeting of the Southfield Library Board will take place on Wednesday, May 14, 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