

**Southfield Library Board**  
**Wednesday, February 26, 2014**  
**7:30 pm**  
**Special Meeting Minutes**

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

**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 Board President, Deborah Evans.

**II. NEW BUSINESS**

A. Administrative Assistant Vacancy

Mr. Ewick briefed the Library Board on the procedure that will be used to fill the Administrative Assistant vacancy that will be created when Ms. Wawrzyniak retires at the end of April.

The procedure will be handled through the City's Human Resources Department. The Acting City Administrator has already given verbal permission to proceed with filling the vacancy and HR has been alerted.

At this time, the Key Job Elements related to the position are being reviewed. Mr. Ewick and Ms. Beall are looking to re-define the position to more accurately reflect the current needs of the Library.

In response to a question by the Board, there was some discussion about how this position should be prioritized among the Library's other vacancies as well as how staff may react with this position filled while other staff positions have been vacant for some time.

Irv Lowenberg arrived at 7:51 pm

The Board also discussed if filling this position will make it more difficult to fill other vacant positions in the future. The discussion went on to include the Library's ability to fund this and other vacant positions.

After additional discussion it was the consensus of the Library Board that the position of Administrative Assistant needs to be filled and possibly redefined to meet the changing and on-going needs of the Library. Mr. Ewick is to proceed with the City's process for filling the position.

The City's involvement in this Library matter was discussed with Ms. Beall explaining that Library staff are employees of the City of Southfield with the City's HR department responsible for the hiring process. The process is, however, followed in cooperation with the Library.

When asked, Mr. Ewick said that it was likely there would be a period of time after the position becomes vacant before someone is selected to fill the vacancy. Mr. Ewick indicated that he is being proactive about ways to handle tasks that need to be done during any gap time.

#### **B Retirement Celebration.**

Ms. Beall explained that plans are moving forward for a celebration on April 25<sup>th</sup> in the meeting room of the Library at 2:00. The Board is cordially invited and will be made aware of details as they become available.

### **III ALL OTHER BUSINESS**

- Mr. Cohen wondered if there was anything the Library could do to assist the Charles Wright African American History Museum. He noted that they are hurting financially and it would be great if the Southfield Public Library could bring attention to this.

There was some discussion about how best this could be handled with some concern being expressed over the Museum's policy toward independent fundraising.

It was suggested that the Museum should be contacted to find out about this as well as to see if they might have donation envelopes the Library could make available to any of our visitors who wish to help out the Museum. It was further suggested that these envelopes could be branded so that the Museum would know that the donor got the envelope from the SPL.

Mr. Ewick will ask Kelly Rembert to look into this and report at the next meeting.

There was additional discussion about using social media to both draw attention to the Museum's need as well as the SPL's response to that need.

- Mr. Ewick, has been contacted by Kari Blanchette regarding refinancing the Library's bonds. While the refinancing cannot take place until next February, preliminary work must begin this fall.

#### **IV ADJOURNMENT**

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

14- 05           RESOLVED: that the special Library Board meeting for February 26, 2014 be adjourned.

AYES:           Cohen, Evans, Mancini, McCollough, Rose

NAYS:           None

There being no further business to discuss the special Library Board meeting of February 26, 2014 was adjourned at 8:23 pm. The next regular meeting of the Library Board will take place on Wednesday, March 12 at 7:30 pm.

Respectfully submitted,

David L. Ewick  
City Librarian