

Southfield Library Board
Wednesday, February 11, 2015
7:30 pm
Regular Meeting Minutes

Present: Deb Evans, Carole McCollough, Eunice Rose, Laura Mancini, Anthony Erebor, Irv Lowenberg, Guest: Steven Katz

Staff: Dave Ewick, Pat Kidd

I. CALL TO ORDER

The meeting was called to order at 7:30 pm by Board president, Euni Rose.

II. APPROVAL OF MINUTES

Motion by Ms. Mancini supported by Ms. Evans

RESOLVED: that the minutes from the Library Board meeting of January 14, 2015 be approved as submitted.

AYES: Mancini, Evans, McCollough, Rose

NAYS: None

MOTION APPROVED.

III. REQUEST TO ADDRESS THE BOARD

Patron Marci Lebenbom addressed the Library Board to discuss not receiving the items on her hold list.

Mr. Ewick gave a brief summary of the issues with cataloging and processing.

Mrs. Lebenbom discussed her frustration at the lack of response to her requests and at the library not making new materials a priority to the public.

The board instructed Mr. Ewick to investigate and present a plan at the March board meeting for catching up on the backlog of materials that are waiting to be cataloged, processed and placed in the collections.

IV. TREASURER'S REPORT

- A. The Revenue Report and Library External Accounts Balance Report was distributed to the Board and discussed.

Denso donation was deposited into the General Fund account. A project will be designated for Denso donation.

A financial report from the PFM group was discussed. On February 12, 2015 the Library bonds will go on sale for one hour.

Motion by Dr. McCollough supported by Ms. Evans

14-03 RESOLVED: that the Treasurer's Report of January 2015 be approved as submitted.

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

MOTION APPROVED.

V. REPORTS

- A. Jr. Library Board Report: Anthony Erebor reports JLB met Monday, Feb. 9, 2015. The JLB will create and perform an original play to elementary students on May 11, 2015 at 7 p.m. in the Meeting Room.

- B. Deputy Librarian's Report: Mary Beall

- Building Update: The boilers have been installed and are working efficiently. Adjustments will be made to alleviate heat being experienced throughout the building.
- Staffing Update: The Librarian 1 position has been filled by Alicia Bell and Katie Rothley. The position for Clerk 1, HR will begin given candidates the clerical test with interviews to happen shortly after.

VI. OLD BUSINESS

- A. Report on restrictions and use of Gift Funds: Mr. Ewick discussed the balance of the Gift Funds and there are no restrictions on how the funds are used.
- B. Report on management staffing priorities: The Board reviewed the list of management priorities provided by Mr. Ewick and Mrs. Beall. The Board was given a worksheet to provide Mr. Ewick with their priorities and expectations.
- C. Report on Efficiency expert: Mr. Ewick updated the Board on the status of contacting individuals to conduct an efficiency evaluation of the library The library is making progress in locating an efficiency expert but is still waiting to hear from some individuals. Discussion

regarding restructuring staffing needs was discussed. The Board discussed the need to re-prioritize staffing to make cataloging of new materials a priority.

- D. **Status of computer rotation:** Goal for this year is to replace key network infrastructure hardware which includes switches, the firewall and the wireless network access points. Public computer have all been recently updated including memory, BIOS and operating systems upgraded, and power supplies and batteries have been replaced.

VII NEW BUSINESS

Steven Katz, of APIOH made a presentation to the Board. Mr. Katz presented a new electronic donor board in which memorials can be done and how it can raise revenue for the library.

VII ALL OTHER BUSINESS

- A. **Programming:** Giant colon from Providence Hospital will be in the tower lobby next month to promote Colon Cancer month.
- B. **Correspondence:** Mr. Ewick shared with the Board notes from a recent Advocacy Workshop and ideas on how the library should share its story with patrons.

Mr. Ewick presented to the board a letter to the Board regarding an update on Library hours for their input.

The Board discussed a recent article on the Berkley Public Library in which it expanded its digital magazine collection. Mr. Lowenberg would like more publicity done to promote the new Consumers Reports online catalog.

A letter of recognition for Kelly Rembert for her work with the Our Auntie Rosa: The Family of Rosa Parks Remembers Her Life and Lessons was given to Board.

Jeremy Moss will hold public meetings in the Southfield Room beginning February 23rd.

- C. **Other:**
City of Southfield began its Sustainable Southfield Mind mixer program on January 22, 2015. Mr. Ewick, Ms. Evans and Dr. McCollough regularly contribute to the site.

Substantial cuts will take place this year with tax form distribution; only certain forms are in and the library will receive no instruction booklets or schedules. The library has received all State tax forms. Most forms have to be printed from online or copies made of reproducible forms. Librarians are getting many questions from patrons on the lack of forms and have been very busy in helping patrons to go online to request forms be sent to their homes.

VIII PUBLIC COMMENTS

NONE.

IX ADJOURNMENT

Motion by Dr. McCollough and supported by Ms. Evans,

RESOLVED: The Library Board meeting for February 11, 2015 is adjourned.

AYES: Evans, McCollough, Rose, Mancini

NAYS: None

MOTION APPROVED.

There being no further business to discuss the Library Board Meeting for February 11, 2015 was adjourned at 9:58 p.m.

The next meeting of the Southfield Library Board will take place on Wednesday, March 11, 2015 at 7:30 pm in the Southfield Room located on the 3rd floor of the Library at 26300 Evergreen Road, Southfield, MI 48076