

**Southfield Library Board**  
**Wednesday, November 9, 2016**  
**7 pm**  
**Regular Meeting Minutes**

**Present:** Carole McCollough, Laura Mancini, Euni Rose, Terry Selman,  
Irv Lowenberg. Guest Phil Lucas

**Staff:** Dave Ewick, Pat Kidd, Mary Beall

**I. CALL TO ORDER**

The meeting was called to order at 7:01 pm by Board president, Laura Mancini.

Amendment to Agenda recommended by President Mancini to include a President's Report.

Motion by Ms. Rose, supported by Dr. McCollough

**RESOLVED:** that the agenda of the regular Library Board meeting of November 9, 2016 be amended.

**AYES:** Mancini, Selman, Rose, McCollough

**NAYS:** None

**MOTION APPROVED.**

**II. APPROVAL OF MINUTES**

Motion by Ms. Selman, supported by Ms. Rose.

**RESOLVED:** that the minutes from the regular Library Board meeting of August 10, 2016 be approved as submitted.

**AYES:** Mancini, Selman, Rose, McCollough

**NAYS:** None

**MOTION APPROVED.**

### III. REQUEST TO ADDRESS THE BOARD

A. There was no request to address the board.

### IV. TREASURER'S REPORT

A. Ewick presented the October 2016 revenue reports.

Motion by Ms. Rose, supported by Dr. McCollough

RESOLVED: that the Treasurer's report of November 9, 2016 be approved as submitted.

AYES: Mancini, Selman, Rose, McCollough

NAYS: None

### MOTION APPROVED.

There was a lengthy discussion regarding union contract settlements. The Library Board Vice-President Dr. Carole McCollough will address a letter to City Administration and to each union encouraging a contract settlement. Dr. McCollough will meet with Mary Beall to write the letter. There will be a follow up discussion in January regarding response to the letter.

### V. REPORTS

A. Deputy Librarian's Report: Mary Beall

- Building Update: Compressor number 4 is no longer working and will need to be replaced. Due to the weather changing there is time to replace the compressor and include the cost in the upcoming budget.
- Staffing Update: Security training was completed for twenty new or nearly new employees. Plans are underway to recreate the Security

Committee to keep training and procedures updated and employees continually trained on any changes.

- B. Arts Commission: Phil Lucas from Southfield Arts Commission presented a report to the Library Board regarding a student art project to be donated to the library and will be displayed in the circular garden at the entrance to the library.

Motion by Ms. Rose, supported by Ms. Selman.

RESOLVED: that the Library Board will accept the student art piece titled “Crystal” to be donated and installed as discussed.

AYES: Mancini, Selman, Rose, McCollough

NAYS: None

**MOTION APPROVED.**

Mr. Ewick met with Terry Fields of Park and Recreation and Bob McTaggart of the Arts Commission to discuss the placement of additional Northland Art in the library.

- C. Friends Report: Meeting, November 10, 2016

- D. LBA report: Meeting November 10, 2016

- E. President’s Report: President Mancini report given regarding staff/employees attending Library Board meetings in order to discuss policies in which there is a disagreement with the Director, Dave Ewick. Public meetings can be attended by staff/employees but the Library Board should only be interacting with the management team. Staff should not be allowed to address the Library Board regarding disagreements on policies; the action is viewed as disrespectful to management. Disagreements between management and staff should be handled by management and not involve the Library Board.

Mr. Ewick prefers to seek consensus regarding library issues and has allowed staff input into library matters. The Board is concerned that Mr. Ewick may be allowing too much input. The Board believes it must be communicated to staff that there is a process.

Regular Meeting of November 9, 2016: Laura Mancini amended the section E. President's Report to read: **Library staff members are encouraged and welcome to attend board meetings as the meetings are open to anyone. When there is disagreement between the Library Director and a staff member over a recommendation that has made to the Library Board for its consideration, those disagreements need to be resolved between the parties. It is not the role of a Library Board to mediate or otherwise intervene in such matters.**

Mr. Ewick read the following Response to Presidents Report:

*After thinking about the statements made at the last board meeting I felt it important to note a couple things.*

*I think there were some misconceptions about the staff report on the proposal to change the meeting room policy. Because I knew the issue was a complex one, I asked Kelly Rembert to gather the thoughts of the team and bring them to the Board meeting.*

*Kelly was operating under my request, not trying to blindside me.*

*I do not want staff to be prevented or discouraged from feeling they can attend board meetings and can make presentations.*

*I understand (and appreciate) the desire of the board that staff not undermine the director (whomever they may be). But I also value and encourage the thoughts of the management team, even when it disagrees with my own.*

*The important distinction to me is: I understand & agree that mutiny is bad, but dissention can be positive. This dissention was invited / requested.*

*I feel this is an opportunity for growth, so have begun researching Best Practices we could review for better board/staff communication. There's a lot to be found, and I propose that we undertake some board training to identify and adopt procedures for staff/board communication.*

Motion by Cohen, supported by Selman

Resolved: that the minutes of the regular Library Board meeting of November 9, 2016 be approved as amended.

## **VI. OLD BUSINESS**

A. There was no old business to address.

## **VII NEW BUSINESS**

A. Material backlog: Mr. Ewick discussed the materials in Support Services that are backlogged by four months. Management team met with Human Resources to develop an action plan. Material processing goal is two weeks from when the box is received until the item is processed, catalogued and placed on the shelves for patrons. Coordinator is new to supervision and there are five clerks responsible for specific areas of cataloging. Mr. Ewick and Ms. Beall will be more hands on in the operation of Support Services and the Coordinator will need to be more communicative. Management turnover is considered to be a problem with morale and performance within the department. OCLC was a change made to help with copy cataloging; the work among the clerks will be split.

## **VII ALL OTHER BUSINESS**

Programming: Mr. Ewick distributed copies of the new edition of At Your Library.

Correspondence:

Other :

## **VIII PUBLIC COMMENTS**

NONE.

## **IX ADJOURNMENT**

Motion by Ms. Rose and supported by Ms. Selman.

**RESOLVED:** The Library Board meeting of November 9, 2016 is adjourned.

**AYES:** Mancini, Cohen, Selman, Rose, McCollough

**NAYS:** None

### **MOTION APPROVED.**

There being no further business to discuss the Library Board Meeting for November 9, 2016 was adjourned at 8:35 p.m.

The next meeting of the Southfield Library Board will take place on Wednesday, December 14 2016 at 7:00 pm in the Southfield Room located on the 3<sup>rd</sup> floor of the Library at 26300 Evergreen Road, Southfield, MI 48076