

SOUTHFIELD PUBLIC LIBRARY BOARD
REGULAR MEETING AGENDA
WEDNESDAY March 8, 2017, 7 PM
STORY TIME ROOM

Members Present: Cohen, Rose, Mancini, Selman, McCollough, Erebor, Lowenberg
Staff Present: Ewick

I. CALL TO ORDER – the meeting was called to order at 7:01 pm

II. APPROVAL OF MINUTES

A. Regular Meeting of February 8, 2017.

MOTION to approve the minutes as presented by McCollough, SUPPORT by Selman.
Motion carried 5-0.

III. REQUESTS TO ADDRESS THE BOARD – No requests received.

IV. TREASURER'S REPORT

A. Revenue and Expenditure Reports for February 2017

MOTION to accept and file the report as presented by Cohen, SUPPORT by Mancini. Motion carried 5-0.

B. 2018 Budget update – Ewick related that the 2017-18 budget hearing had been held earlier in the day and was attended by President Rose in addition to staff. There were minor changes, but the budget was approved by the City Administrator to be sent on to the City Council. The amount of the proposed budget is \$7,773,612.00. This budget will require \$517,178.00 to be taken from Fund Balance if totally expended. The reason for the deficit is that the budget includes new positions, changes in salaries due to contract settlement, and a 12% increase in healthcare costs.

Ewick noted that the proposed changes will allow 8-10 hours to be returned to the schedule. The management team is still working on the specific times for each day, but should have that soon for board review. Lowenberg suggested that Thursday evening hours should be a priority.

Cohen expressed concern that the library would be over-extending its resources in a still uncertain fiscal climate, and would prefer that the changes be postponed until property tax revenues climb higher.

After much discussion, a MOTION was made by Mancini to approve the budget as presented. SUPPORT by McCollough. Motion carried 4-1.

V. REPORTS

A. Deputy Librarian's Report

1. Staff

a. Hiring new Assistants and Sub Librarians to fill in some gaps in coverage.

b. Admin has been looking at more training through Fred Pryor Seminars for staff development. They presented a very helpful and successful seminar on "Front Desk

Security" to staff, and we hope to have seminars on team building and conflict resolution.

2. Building and Security

- a. Mary met with the Safety Officers and assigned them to walk the building and critically assess it in terms of: where we would take shelter in an external threat (weather event, biohazard, etc); and methods for evacuation and /or shelter in place for an internal threat (fire or active shooter). This exercise has led to a much discussion and learning already! We will gather in a couple of weeks to share findings and recommendations.
- b. We will also be planning mini-drills for staff and safety officers throughout the spring related to these issues.
- c. Safety Officer Randy Jones, who is a dispatch supervisor for the Southfield Police, will be giving a refresher on the most effective ways to talk and work with dispatchers and police officers.

B. Director's Report

- a. FOIA request on Comfort Woman statue – an author in Orlando, FL, filed a FOIA request on all library materials discussing the library's decision to decline receiving the statue. Ewick has gathered that data and turned it over to the City Legal team for review and dispensing to the requestor.
- b. Visual aide machine – Ewick requested to use gift funds to purchase an Optelec ClearView C for use by those with poor vision. This request is in response to a patron's request. Mancini noted that such equipment can be borrowed by sight impaired patrons from Oakland Talking Books, but felt it wise for the library to have one available to all patrons.
MOTION by McCollough, SUPPORT by Mancini. Motion carried 5-0.
- c. Friends purchased a button maker for youth – Ewick noted that this machine will be used by all departments and should be a good addition to the library.

VI. OLD BUSINESS

- A. Youth Board Representative – Anthony Erebor has asked to be replaced on the board. He notes he learned a lot, enjoyed his tenure, and will miss the camaraderie. A search is under way for his replacement youth delegate.
- B. 2017 Strategic Goals – Ewick shared that he received information from the Plymouth Dist. Library director that they used Right Direction, a Southfield company, for their recent Strategic Plan; and were pleased with the process as well as the result. Ewick will contact Right Management for costs and more information.
- C. Fountain – Ewick has noted to City Admin. Fred Zorn that the Board is opposed to spending funds on the fountain until the library has restored its hours and is more financially stable. He is working on costs for options with City personnel.
- D. Board Training – This was not ready, so is postponed until April.

VII. NEW BUSINESS

- A. Overdue Fines discussion – Ewick presented information on what other libraries are doing on the no-fines issue as well as suggestions from the SPL management team. The recommendation he & they developed is as follows:
 - a. Automatically renew items two times after the initial loan period if the item has no holds.
 - b. Monitor the financial and circulation impact for 6 months, then review.
 - c. Produce no publicity until after the trial period and review.

There was good discussion as to costs to the library, what is gained (patron good will), and the concern that this is a solution seeking a problem.

MOTION by Selman to approve the recommendations as presented. SUPPORT by Mancini. Motion Carried 5-0.

Cohen requested that the item be placed on the Sept. Board Agenda for the review.

- B. Fundraising discussion – Ewick presented three articles on fundraising that were distributed at a recent Arts Commission meeting. There was discussion on how to increase funding for the library through this process. Ewick was tasked to find the room naming proposals that were presented upon the opening of the building, and to prepare a list of suggested uses for donor funds if someone were to announce they have a donation to give. He is also to seek out a list of Southfield Tax Abatement recipients as possible donors. It was noted that a specific project must be identified before any fundraising initiatives are undertaken. Board members were reminded that they are an important resource in any fundraising efforts and will be called upon when the time arises.

VIII. ALL OTHER BUSINESS

- A. Programming – Ewick noted that the Battle of Books & Spell Bowl are all going on in March, and encouraged Board members to share their stories of the 1967 Detroit unrest/riot/uprising through the Oral Hist. project and to recruit others to do so.
- B. Correspondence/Articles – No other correspondence.
- C. Other

IX. PUBLIC COMMENTS

X. ADJOURNMENT

MOTION by Mancini to adjourn at 8:40. SUPPORT by McCollough. Meeting adjourned.

Respectfully submitted by David L. Ewick

Next Board meeting: Wednesday, April 19, 2017 at 7pm.