

SOUTHFIELD PUBLIC LIBRARY BOARD
MINUTES of the REGULAR MEETING of WEDNESDAY April 19, 2017

Members present: Euni Rose, Carole McCollough, Laura Mancini, Terry Selman, Bernie Cohen, Irv Lowenberg
Staff present: Dave Ewick

- I. CALL TO ORDER – the meeting was called to order by President Euni Rose at 7:07 pm
- II. ADOPTION OF THE AGENDA – Motion to adopt the agenda with the following changes was made by: Cohen Support: Selman Vote: 4-0 Motion carried
- III. APPROVAL OF CONSENT AGENDA ITEMS
 - A. Regular Meeting of March 8, 2017
 - B. March 2017 Treasurer’s Report
 - C. Correspondence/Articles
 - a. MLA Weekly Advocacy request to support IMLS funding
 - b. Email from City OMB reducing 2018 budget deficit
 - c. Kids Count in Michigan press release

Motion to approve the consent agenda was made by: Mancini Support: Cohen Vote: 4-0
Motion Carried

- IV. FORMAL REQUESTS TO ADDRESS THE BOARD – None received, but Ewick told the board that to expect Mayor Siver, Councilman Mandelbaum, and a couple of Arts Commission members at the May meeting.
- V. REPORTS
 - A. Deputy Librarian’s Report – Ewick made the report as Ms. Beall was out.
 - a. Personnel –
 - i. Hiring Plan approved by City Administrator. Ewick handed out copies of the plan and stressed that the library is currently in a rebuilding pattern and to do this well we need to develop a new long range plan.
 - ii. Training for all staff has been scheduled: Conflict Resolution May 18-19 & Team Building Sept. 14-15
 - b. Building
 - i. Plumbers have been working on various issues throughout building
 - ii. Spring Roof inspection & exterior window washing coming soon
 - iii. Changeover from Heating to Cooling is underway
 - iv. Teen room lighting project is making progress
 - v. HVAC maintenance contract renewal comes up in May
 - B. Director’s Report
 - a. Review of Statistics – Discussion of various aspects of the handouts was held, noting the changes that occurred due to the need to reduce hours in 2012. The number of reference questions answered was noted as a great service of the library that requires customer service from trained librarians.

- b. Notes from FOML meeting of March 24, 2017 – documents from the meeting were handed out. Ewick highlighted several items. It was noted that board members should always be prepared to answer general questions about the library, and the suggestion was made for each to have an elevator speech to help advocate for the library. Ewick will share one that he has created for himself for board members to use as a template if they so desire.
- c. Ewick has agreed to serve out another librarian’s term on the TLN Steering Committee.
- d. Ewick briefed the board on problems occurring at the Westland library, so that board members would be cognizant of the issue.

VI. OTHER BUSINESS

- A. Fundraising – there was a good discussion of how to proceed with a fund raising campaign. The library is a non-profit organization and that should be stressed in any fund raising efforts. There was talk of hiring someone or contracting with a firm to assist with fund raising. This topic should be included in the creation of a long range plan for the future. Ewick present the following documents and asked that board members take some time to review them for future discussions.
 - a. Southfield Companies with Tax Abatements – handout
 - b. Review of Naming Sponsor information from 2004 - handout
 - c. List of Donor opportunities from 2015 - handout
 - d. Sample Annual Fund Raising letter distributed - handout
- B. Board Training – viewing of United for Libraries webinar was tabled for a future meeting.

VII. PUBLIC COMMENTS – there were no members of the public present to comment.

VIII. BOARD COMMENTS – Mancini shared that she always thinks “What a cool place!” when coming to the library. There was much agreement that after 14 years the library is still a place of which to be proud. The building has worn well and the staff provides service at very high levels.

IX. ADJOURNMENT – Motion to adjourn at 8:52 by Mancini; Support by McCollough, 5-0 Motion carried.

Respectfully submitted,

David L. Ewick,
City Librarian

**Next Southfield Public Library Board meeting is scheduled
Wednesday, May 10, 2017 at 7pm.**