

# SPL Notes for SEPT 2017 Board meeting

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**Members Present:** Carole McCollough, Euni Rose, Laura Mancini, Bernie Cohen, Irv Lowenberg. Terry Selman was excused. Staff present: David Ewick

**CALL TO ORDER:** The meeting was called to order at 7:02 pm by President Rose.

**ADOPTION OF THE AGENDA:** *Motion to approve the updated agenda handed out at the meeting was made by McCollough. Second by Mancini. Motion Carried 4-0.*

**APPROVAL OF CONSENT AGENDA ITEMS:**

- A. Minutes of the Regular meeting of August 9, 2017
- B. Treasurer's Report for August 2017
- C. Correspondence – card received noting that a book was plated from the Board in the name of Councilwoman Joan Seymour. (Water: Exploring the Blue Planet by Markus Eisl, et al.)

*Motion to approve the consent agenda as presented was made by Mancini. Second by Cohen. Motion Carried 4-0.*

**FORMAL REQUESTS TO ADDRESS THE BOARD:** no requests were received.

**REPORTS:**

Deputy Director's report

- A. Personnel –
  - a. Interns: one Adult Intern has taken another job, and the Youth Intern will be ending her contract this month. We will be posting for these two positions, plus an Intern in Outreach/Administration.
  - b. Long time, beloved Special Projects Coordinator Terri Ocholik retired August 30. She had been with the Library since 1992 in a variety of librarian and management positions.
  - c. Hiring: Mary met with HR to review the three new positions to fill: Librarian I, ILS Specialist, and Assist Coordinator of Technology. We hope to post very soon.
  - d. Library Services Aide: we had to re-open the search, and hope to have some candidates by the end of this month. In the meantime, Mary and Pat continue to do the work of this position in addition to their own duties.
  - e. Staff training: we will have training on "*Building Better Teams*" Thursday and Friday. The training will be done by the same company who did our well-received sessions on Front Desk Security and Managing Difficult People.
- B. Building –
  - a. The HVAC Preventative Maintenance Contract has been posted, with the pre-bid meeting and walk-through scheduled for 9-14-17. This should go to Council by the end of October.
  - b. Teen lighting project has had some setbacks. The lighting company sent some defective lights, so the project was only partially completed. We await the City inspection, and then will replace the ceiling tiles. The completed work has greatly improved the lighting in that space and the electricians were very flexible and professional.
  - c. We are adjusting to having lost Duane Richardson as our Facilities manager. He did an incredible job keeping on top of maintenance in the building, and our replacement has big shoes to fill. Duane has been very proactive as a Supervisor, often checking on the building and taking care of issues promptly.

Director's Report –

- A. Various projects are in process, including:
  - a. Replacement & upgrades to exterior lighting – RFB at city
  - b. Window repair and replacement – RFB at city
  - c. Audio-visual upgrade – almost ready to submit to city
  - d. Storytime room refurbish – in process
  - e. Strategic Planning RFP – at city
  - f. Ewick showed one of the tablets purchased from the LSTA Grant
- B. Programs to note:
  - a. Bridge Chamber Players concert – Oct. 6 at 6 pm
  - b. Music of WWII program – Sept. 27 at 7 pm
  - c. Open Mic @ the Library – Sept. 22 at 6 pm
  - d. Youth Author Salina Yoon – Oct. 2 at 7 pm (Sponsored by DENSO)
  - e. MLA Annual Conference in Lansing – Oct. 18-20 (three staff are attending)
  - f. Taste of Southfield – Oct. 10 from 5-8 (Rose, Selden, McCollough attending)
  - g. Friends of Michigan Libraries workshop – Friday, Oct. 13 at the Kent District Library Service Center from 8:30-3:00.

**BUSINESS:**

- A. Calendar of Days closed in 2018** – Trustees were asked to review the calendar of days to be closed in 2018. This was done in August, but due to an oversight on a couple of dates needs to be re-examined for approval.

*Motion to approve the Calendar of days the library will be closed as presented was made by Cohen. Second by Mancini. Motion Carried 4-0*

- B. Calendar of Board meeting dates for 2018** – Trustees were asked to review the presented calendar of dates to meet in 2018.

*Motion to approve the Calendar of Board meeting dates as presented was made by Cohen. Second by McCollough. Motion Carried 4-0*

- C. Lathrup Village contract** – the City Legal dept. reviewed the contract and feels it does not need any clarification. Ewick has asked City Administrator Zorn & City Attorney Ward to meet with the board to discuss future action. There was much discussion. Ewick will gather some library use statistics and LV budget data to share with the board. He will then set up a meeting with the City Administrator and City Attorney so that the Library and City approach the issue on a unified front.

**PUBLIC COMMENTS:** None.

**BOARD MEMBER COMMENTS:** None.

**ADJOURN:** The meeting was adjourned by President Rose at 8:37 pm.

Respectfully submitted,  
David L. Ewick, City Librarian