

**MINUTES OF THE REGULAR MEETING
OF THE
ST. CLAIR SHORES PUBLIC LIBRARY BOARD
Thursday, February 16, 2023**

PRESENT:

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| President: | Ms. Monie Smith |
| Vice-President: | Ms. Eileen Sullivan |
| Secretary: | Ms. Madeline Bialecki |
| Trustees: | Mrs. Judy Eggly |
| Councilmember/Library Board Liaison: | Mr. Ron Frederick |
| City Librarian: | Mrs. Rosemary Orlando |

EXCUSED:

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|-----------------------------|----------------------|
| Trustee: | Ms. Kathleen Zenisek |
| Assistant Library Director: | Mrs. Stephanie Fair |

I. ROLL CALL

Smith called the meeting to order at 9:31 a.m. Zenisek was excused. Orlando stated that Fair will be arriving late to the meeting.

II. ADOPTION OF AGENDA

It was moved by Eggly, supported by Bialecki, to adopt the agenda of the February 16, 2023, regular meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Sullivan,
Nays: None
Motion carried.

III. APPROVAL OF THE MINUTES

It was moved by Sullivan, supported by Eggly, to approve the minutes of the January 19, 2023, annual meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Sullivan
Nays: None
Motion carried.

IV. REPORT OF THE LIBRARIAN

A. Correspondence

Orlando spoke with a patron regarding the Library's collection development

policy. She recently requested several black fiction authors and was told that the Library did not own these titles. Upon further review, the Library did have two of titles on order, but they had not yet been received. Orlando stated that the Library will conduct an informal audit of the library collection to determine what collection development areas need improvement. The Library will then review recommended titles and order accordingly.

Orlando stated that she received a Citizen's Request for Consideration of Acquisition of Library materials. The patron suggested purchasing a title from a historical fiction series. The title was not available in the Cooperative or through MelCat, the statewide borrowing system. This title will be reviewed and considered for purchase.

B. Library Information

1. Libby/Overdrive Class

Orlando stated that the staff is putting together a plan to offer Overdrive classes to the public. Orlando explained how the class might be conducted and some of the challenges that might occur since participants will need to bring in their own devices. The class is expected to be offered in late March or early April.

2. Cataloguing Class

As part of the Polaris conversion, the Cooperative is training staff members on copy cataloguing. Staff member Margaret Boutin will be attending the class tomorrow.

3. 2023/24 Library Budget

Orlando stated the Library was notified that the budget is due to the Finance Director by Friday, February 24. The Library was notified that it will be receiving \$1.5 million dollar renovation grant. They have not yet received the funds. The grant will be entered into the Library's 2023/24 budget and listed as revenue.

4. Building Update

Orlando will be scheduling a meeting with the architect regarding the minor changes that were proposed. He has been out of the office for the last few months.

5. Donations

Orlando was pleased to share that a patron donated \$10,000.00 in memory of her mother, an avid reader and library patron. This money will be used towards the

purchase of a new circulation desk as part of the Library renovations. A plaque will be placed on the desk identifying the donation.

Mr. Roger Laske of the Polish Genealogical Society spoke with Orlando regarding a \$1,500.00 donation in memory of one of their members. He would like something placed in the new genealogy room. This will be discussed with the Historical Commission.

6. Friends of the Library

The Friends of the Library are hosting their Bargain Book Sale on Tuesday, February 28 from 2 to 8 p.m. at the Library.

7. Selinsky-Green Farmhouse Museum

The Museum will be hosting Sewing Saturday, from 1:00 to 4:00 p.m. on February 25.

8. Cultural Committee Tiny Art Show

The Tiny Art Show has had a phenomenal response. Originally 75 kits were created. Supplies for an additional 150 were ordered. All the kits were picked up except for two. School districts were calling to participate. While the Library was not able to accommodate their requests, the Cultural Committee will review their request and hopefully have a show for the schools. The artwork will be on display at the Library from February 27 through March 17.

Bialecki stated that the Cultural Committee is hosting three art projects at the Farmer's Market this summer.

Orlando also discussed the possibility of a community wide art project.

9. Social Media

Orlando was pleased to share that the Library's Instagram account has been very successful since it began less than a month ago.

The Library has seen an increase in program attendance since posting events on their Facebook page.

10. Career Resource Center and Reference Material

Orlando gave a brief overview of the Career Resource Center, which is a special collection of job hunting and resume writing materials. This collection was housed separately from the adult non-fiction material and is now going to be integrated into the non-fiction collection. The material in the print Reference

Collection will also be evaluated since most of these current resources are available online.

11. City of St. Clair Shores

Orlando stated that the City is looking for part-time summer help. If the Board knows of anyone looking for work, please have them apply with the City.

The City has updated the Chart of Accounts which means that the Library's accounting funds have all changed. There will be a learning curve for staff members to learn the new account numbers.

12. State Representative Veronica Paiz

Newly elected State Representative Paiz, whose district includes part of St. Clair Shores, is holding Coffee Hours at the Library. She is available on the 1st Monday of the month in the Library's Reading Lounge, from 6:00 p.m. until 6:45 p.m. prior to the City Council meeting.

13. Virtual Library Card

South Lake Schools has sent their student data to the Suburban Library Cooperative as part of the Virtual Library Card program. The data will be "dumped" into our new Polaris database so that students and teachers can access our Library's resources from home or school, using their student identification numbers.

14. Youth Services

The Youth Services Department is hosting a Snowday Storytime, Tuesday, on February 28, at 6:30 p.m. Registration is necessary for this program. Toddler Dance Party took place on Saturday, February 11, at 10:00 a.m., and over 100 people participated in this lively event.

15. State Aid Report

Orlando stated that the State Aid Report has been filed. She distributed a copy of the report to the Board.

16. Historical Commission/Library Joint Project

The Library has not received many photo donations from the public. This project continues to be advertised through different media. In spite of this, the Library is still hopeful that we will receive numerous photographs for the project.

17. Capital Improvement Plan

Orlando reported that the Library's 10-year capital improvement plan is almost complete.

18. FAFSA Workshop

Orlando stated that the FAFSA workshop was cancelled for several reasons. First, the presenter was not able to attend that day and second, no students signed up for the program. A discussion took place regarding how the high school counselors assist students in preparing for FAFSA.

19. President's Day

Orlando reminded the Board that the Library will be closed on Monday, February 20, 2023, in honor of President's Day.

V. FINANCIAL REPORT

It was moved by Bialecki, supported by Eggly, to receive and file the following Financial Reports:

- A. Monthly Budget Report – November 2022, December 2022, January 2023, N/A
- B. Monthly SGFM Budget Report – November 2022, December 2022, January 2023 N/A
- C. Cooperative Purchasing Account–Balance as of January 31, 2023 is \$31,580.64
- D. Cooperative Video Account – Balance as of January 31, 2023, is \$6,459.08

Ayes: Bialecki, Eggly, Smith, Sullivan,
Nays: None
Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Frederick commented that he received the announcements for the Council meeting from Fair and appreciated that they were sent to him early.

VII. ACTION ITEMS

None.

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Bialecki suggested having a donation wall so that people who donate money to the Library could be recognized.

IX. AUDIENCE PARTICIPATION

None.

X. ADJOURNMENT

It was moved Bialecki, supported by Eggly, to adjourn the meeting at 10:14 a.m.

Ayes: Bialecki, Eggly, Smith, Sullivan,

Nays: None

Motion carried.

The next meeting is scheduled for Thursday, March 16, 2023, at 9:30 a.m., in the Library.

Respectfully Submitted,

Madeline Bialecki
Secretary