

**MINUTES OF THE ANNUAL MEETING
OF THE
ST. CLAIR SHORES PUBLIC LIBRARY BOARD**

Library Reading Lounge

Thursday, March 18, 2021

PRESENT:

President:	Ms. Madeline Bialecki
Vice-President:	Mrs. Judy Eggly
Secretary:	Mrs. Monie Smith
Trustee:	Mrs. Joan Perry
	Ms. Eileen Sullivan
City Librarian:	Mrs. Rosemary Orlando
Councilman/Library Board Liaison:	Mr. Ron Frederick

I. ROLL CALL

Sullivan called the meeting to order at 9:32 a.m.

II. ADOPTION OF AGENDA

It was moved by Eggly, supported by Smith, to adopt the agenda.

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

III. ELECTION OF OFFICERS APPROVAL OF THE MINUTES

After a brief discussion, it was moved by Smith, supported by Eggly, to accept the slate of officers by acclamation: Madeline Bialecki as President, Judy Eggly as Vice-President, Monie Smith as Secretary, Joan Perry, and Eileen Sullivan as Trustees.

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

IV. APPROVAL OF THE MINUTES

Bialecki requested that the minutes be amended to reflect that her title is Ms. Bialecki, not Mrs. Bialecki. Orlando apologized for the error.

It was moved by Eggly, supported by Sullivan, to approve the minutes of the Regular Board Meeting held on December 17, 2020, as amended.

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion Carried.

V. REPORT OF LIBRARIAN

A. Correspondence

None.

B. Library Information

1. State Aid Report

Orlando indicated that the State Aid Report was submitted on January 18, 2021. This is an annual statistical report sent to the State of Michigan required for the Library to receive our state aid payment.

2. Library Hours of Operation

Orlando reported that the Library returned to full-service hours on Monday, March 8. The evening hours have been slow, but she expects that to change with daylight savings time.

3. Youth Services

Orlando reported that the Take and Make kits have been very popular. One hundred and fifty kits were handed out in one week for the last project.

Summer Reading Club planning has begun. The six-week program will take place at Blossom Heath Park. Social distancing will be in place and participants will each get a craft or activity to take home and complete. Supplies will not be shared among the group.

The Youth Services Department has applied for a Library of Michigan Public Library Services Grant for Children and Teen Programming. The grant request is to purchase Explorer Packs. If the grant is awarded, fifteen themed backpacks will be available to check-out of the Library. This will allow children and their families to explore the out-doors.

Orlando gave a summary of the grant process for the Library of Michigan as well as the approval process with the City.

4. Library Updates

Orlando was pleased to inform the Board, that Kayla Barnish, our librarian intern, recently earned her Master of Library and Information Science Degree from Wayne State University. Kayla has been promoted to part-time adult services librarian.

A part-time circulation clerk and library assistant have also been hired and both are doing well.

Perry asked about the museum curator position. Orlando stated that she has conducted interviews, but the position has not yet been offered to any of the candidates. Orlando gave an overview of the interview process and a few options to fill the vacancy. The Museum remains closed, and Orlando is uncertain as to when it will re-open to the public.

Orlando stated that many Library staff members have been vaccinated. Bialecki stated that she has the name of a clinic in the area that is vaccinating people and she would send the information to Orlando.

Orlando stated that the City recently upgraded the Library computers with Outlook 365 software.

5. Adult Summer Reading Club

The Adult Services Department is in the process of planning the Adult Summer Reading Club. Orlando expects that the club will have a strong online component to the program.

6. History Walk

The Library will be hosting a History Walk during the month of May. Historical pictures of St. Clair Shores businesses will on display along the walkway in front of the Library.

7. Friends of the Library Book Discussion Group

The Book Discussion Group sponsored by the Friends of the Library continue to host their group via Zoom. New participants may call the Library and their contact information will be forwarded to the discussion leader. Weather permitting, the group may meet out-of-doors in the upcoming months.

8. State Mask Mandate

Orlando gave the Board an update regarding patrons wearing masks in the building. Most patrons are eager to come into the Library and do follow the mandate to wear a face covering in an indoor public space. Orlando stated that several internet patrons

often take off their masks when using the computers. Staff members are concerned and inquired if those patrons could be banned from the Library. Orlando explained that when those patrons are asked to put their masks back up, they comply. The Board asked what the guidelines were regarding not following the mandate. Orlando said that staff members can ask the patron to comply with the rule, ask them to leave the building, or call the police. The Board agreed that since the staff has several options, including calling the police, they did not see a need to ban the patron.

9. Third Annual Literary Walk in the Park

Orlando stated that she received an email from Wayne State University professor and St. Clair Shores Poet Laureate M.L. Liebler asking if TIFA funds could be used to help sponsor this year's Literary Walk in the Park. She stated that this request was sent to the TIFA board, and if approved, the program will take place on Saturday, June 26, 2021. This cultural program continues to be well attended. Over 100 people viewed last year's virtual program.

10. Virtual Library Card Program

Orlando distributed a letter that was sent to South Lake Schools inviting them to join the Virtual Library Card Program which is sponsored in partnership with the Suburban Library Cooperative. In this program, the student's basic contact information is added to the library's automated system including the student I.D. number. This information would serve as their library card number. Students are then provided full access to the Library's electronic resources and in-house Internet access. Students who currently have a library card may use either their public library or virtual library card. Orlando stated that South Lake Schools serves a portion of St. Clair Shores and Eastpointe. This would be a joint venture with the St. Clair Shores Public Library and Eastpointe Memorial Library. Lake Shore Public Schools is already participating in the program and Lakeview Public Schools will be sent an invitation letter next week. After spring break, Orlando will follow up with the districts.

11. Library Budget

Orlando reported that she met with City administration regarding the proposed 2021/22 Library budget. Orlando highlighted a few of the proposed changes. Additional funds are requested in the Services Fund, which includes online resources and databases. Orlando explained that discount pricing is available through several contractors including the Library of Michigan, the Suburban Library Cooperative and statewide consortiums. These organizations, which have different fiscal years, evaluate, and offer products and services through-out the year. To be prepared to purchase additional resources and have budgeted funds, this change is necessary. Because online resources are in higher demand, revenues will be allocated to this fund and the book budget will remain the same. Orlando also stated that an increase

in part-time wages was suggested to cover the cost of the part-time adult services librarian.

12. Metromode Metro Detroit Online Article

Orlando discussed the March 3, 2021, online article in *Metromode*, which includes a feature looking back on the history of St. Clair Shores. Orlando stated that Brienne Turczinski, the author of the article, contacted her and asked to speak with the Chairperson of the St. Clair Shores Historical Commission. Several Historical Commission members contributed to the article which was well researched and written.

13. Collection Development Policy

Orlando distributed a draft copy of the Library's revised Collection Development Policy. The proposed changes are highlighted in red. She asked the Board to review the document and send her any suggestions or corrections prior to the April meeting. Orlando plans to have the Board approve the revision at the next meeting.

VI. FINANCIAL REPORT

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

- A. General Fund Year-to-Date Budget Report Final Summary June 30, 2020
- B. General Fund Year-to-Date Budget Report--Balance as of November 30, 2020
- C. General Fund Year-to-Date Budget Report—Balance as of December 31, 2020
- D. General Fund Year-to-Date Budget Report –Balance as of January 31, 2021
- E. Museum Year-to-Date Budget Report—Balance as of November 30, 2020
- F. Museum Year-to-Date Budget Report—Balance as of December 31, 2020
- G. Museum Year-to-Date Budget Report – Balance as of January 31, 2021
- H. Cooperative Centralized Purchasing Account – Balance as of \$30,714.52 as of December 31, 2020
- I. Cooperative Centralized Purchasing Account – Balance as of \$30,214.52 as of January 31, 2021
- J. Cooperative Centralized Purchasing Account – Balance of \$30, 214.52 as of February 28, 2021
- J. Cooperative Rental Video Account – Balance as \$4,133.91 of December 31,2020
- K. Cooperative Rental Video Account – Balance of \$4,106.64 as of January 31, 2021
- L. Cooperative Rental Video Account – Balance of \$4061.87 as of February 28,2021

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

VII. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Orlando continues to send Councilman Frederick Library announcement prior to the City Council meetings.

VIII. ACTION ITEMS

1. American Library Association Membership Renewal

After a brief discussion, it was moved by Perry, supported by Smith, to approve the American Library Association's annual membership renewal for the library director.

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

2. Driver License in Lieu of Library Card

Orlando stated that background information regarding the use of a patron's driver license in lieu of their library card was included in their board packet. After a brief discussion, it was moved by Eggly, supported by Smith to approve the use the patron's driver license or state identification in lieu of their library card.

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

3. Dr. Seuss Books

Orlando outlined the recent controversy surrounding Dr. Seuss books. She shared what neighboring libraries are doing regarding their Dr. Seuss collection. After a short discussion, it was moved by Perry, supported by Eggly, to make no changes to the Dr. Seuss collection of books owned by the St. Clair Shores Public Library.

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

IX. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Eggly commented that she and her granddaughter enjoy the Take and Make projects.

Councilman Frederick asked that the Board send him suggestions for the use of the federal stimulus money the City expects to receive.

X. AUDIENCE PARTICIPATION

None

XI. ADJOURNMENT

It was moved by Eggly, supported by Smith, to adjourn the meeting at 10:40 a.m.

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

The next meeting of the of the Library Board of Trustees is scheduled for Thursday, April 15, 2021.

Respectfully Submitted,

Monie Smith, Secretary