

**MINUTES OF THE REGULAR MEETING
OF THE
ST. CLAIR SHORES PUBLIC LIBRARY BOARD
Thursday, May 18, 2023**

PRESENT:

President:	Ms. Monie Smith
Vice-President:	Ms. Eileen Sullivan
Secretary:	Ms. Madeline Bialecki
Trustees:	Mrs. Judy Eggly
Trustee:	Ms. Kathleen Zenisek
Councilmember/Library Board Liaison:	Mr. Ron Frederick
City Librarian:	Mrs. Rosemary Orlando
Assistant Library Director:	Mrs. Stephanie Fair

EXCUSED: None

I. ROLL CALL

Smith called the meeting to order at 9:30 a.m.

II. ADOPTION OF AGENDA

It was moved by Bialecki, supported by Eggly, to adopt the agenda of the May 18, 2023, regular meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

III. APPROVAL OF THE MINUTES

It was moved by Zenisek, supported by Eggly, to approve the minutes of the April 20, 2023, regular meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

IV. REPORT OF THE LIBRARIAN

A. Correspondence

1. Orlando received a phone call about a patron's interaction with library staff and her emotional support dog. A discussion with the Board was held regarding

service animals due to this concern that took place on Thursday, May 11, 2023. Information on Michigan laws concerning service animals, what questions we can ask, and the difference between service animals and emotional support animals was provided. Orlando contacted the St. Clair Shores police department governing the laws for support animals.

B. Library Information

1. Suburban Library Cooperative Workshop

Orlando asked the Board what they thought of the Trustee Networking event held at Shelby Twp., Library on May 16, 2023. Overall, the Board had a positive response to the event and the library.

2. Hoopla and Libby

During the Trustee Networking event, Zenisek was given information that patron Libby and Hoopla checkouts are available to view in Vega (patron interface). Fair contacted Sterling Heights Public Library and SLC to see if this was possible. It was determined that this is not something that can be shown in Vega and may be an upcoming enhancement from Polaris. Zenisek brought up an ongoing iPad issue with Hoopla. Hoopla has not communicated with libraries that there is an issue.

3. Renovations

Orland explained where we were at in the renovation project. Interviews took place April 21, 2023, for Library architectural services. After a long discussion, the committee voted unanimously for PLY+. Orlando presented the City Council with the committee's decision to move forward with PLY+ and to ask the Council to award the bid to PLY+. PLY+ visited the Library on Friday, May 12, 2023, for an informal walk through. A discussion was held on how PLY+ was chosen to provide architectural services.

4. Cataloging DVD's

Volume Numbers on DVDs and other materials that have multiple items continue to be an issue in Polaris. If a volume is not listed in the Polaris field, patrons are not able to choose which copy they want in VEGA. This primarily affects DVDs with multiple discs. This has resulted in patrons receiving whichever copy is available, not what they might want. East Pointe Public Library and SCS have updated the majority of their items to add volume numbers. This has resulted in more of our items filling holds rather than being spread throughout the libraries. SLC will be addressing this so that member libraries can begin updating their records to include volume information. Fair stated that we may see a decline in circulation when this is corrected by all shared libraries.

5. Vega Programs

Fair and Boutin have been attending admin training for Vega Programs, our new online registration software. The library is looking at a go-live date around September 1, 2023. Frontline staff will begin training soon.

6. Museum Curator

Orlando stated that an offer of employment has been made for a Museum Curator. With the help of docents and library staff, the museum has been able to remain open during this transition. Orlando also discussed the repairs that are to be completed at the Farmhouse. Historical Commission priorities were discussed.

7. Friends Annual Meeting

The Friends of the Library Annual Meeting will be on May 25, 2023. The business portion of the meeting is at 6:00 p.m. followed by a speaker from the Michigan State Capitol who will speak about “Diversity Under the Dome: Stories of the Very Different People Brought Together by the Capitol: 1835-1956”. The Friends Puzzle and Fantasy Book sale went well, earning approximately \$600.00. Orlando encouraged the Board to show their support at the Annual Meeting.

8. Summer Reading

Summer Reading will take place from June 19th to August 4th. Adult and Youth Services programs were discussed. Orlando stated that participants of the Touch a Truck finale party will be provided with wrist bands for use at the pool during the event.

Fair shared that the Dollar General grant she applied for was awarded in the amount of \$2,500. Expenses such as instructional materials, software, and prizes will be purchased with those funds.

9. Cultural Committee

The Cultural Committee will have Patrick Livingston give a presentation on Bob-Lo Island on May 22, 2023, at 6:30 p.m. at the library.

10. Michigan Notable Book Author Tour

The Michigan Notable Book Author Tour went well. 14 patrons attended the reading and discussion. A Librarian from the Library of Michigan was present, and surveys required for the grant provided positive feedback for the program. Bialecki attended the presentation and said it was worthwhile. Fair will be looking to apply for the grant again next year.

11. Bank Accounts

It was suggested by Zenisek that the Library look at different banking options that could provide more interest on our deposits. Orlando stated she will continue to explore options.

Orlando stated that the endowment IRS paperwork was filed electronically.

12. SLC Overdue/Fine Notices

SLC has updated the Overdue Notice schedule for patrons. Overdues: 1st notice – 5 days, 2nd notice – 12 days, 3rd notice – 26 days. Bills: 45 days.

13. Donation for Fines and Fees

A discussion on how other libraries have used donations to pay fines and fees was held. Fair will work on some logistics for generating reports and questions to narrow down how we will move forward. Boutin will work on the accounting aspect of receiving this type of donation. Orlando provided information on the Annual Fines and Fees reports.

Fair provided an updated handout for paying fines and fees. A discussion on who was paying the 3% credit card fee for online payments was asked. Orlando stated she would talk to SLC to confirm an answer.

14. *Shores* Magazine Column

Fair discussed how the column for the *Shores* Magazine would work. Eggly agreed to do the first column which should be featured in the July/August 2023 issue.

V. FINANCIAL REPORT

A discussion was held on the status of library material spending. Boutin and Orlando explained how ordering, invoicing, and cataloging in general worked. Orlando stated that, for the most part, librarians have spent 99% of their budget, and we are waiting to receive the books and invoices.

After a brief discussion it was moved by Bialecki, supported by Eggly, to receive and file the following Financial Reports:

- A. Monthly Budget Report –March 2023; April N/A
- B. Monthly SGFM Budget Report – March 2023; April N/A
- C. Cooperative Purchasing Account–Balance as of April 30, 2023, \$28,614.63
- D. Cooperative Video Account – Balance as of April 30, 2023, \$6,369.13
- E. Raymond James Monthly Statement-Balance as of April 28, 2023, \$358,016.19

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Frederick commented that everything is working well between him and Fair for announcements and to still highlight programs even if they have been provided before.

VII. ACTION ITEMS

1. Michigan Library Association Annual Membership Renewal

Boutin presented the Board with information on how MLA now does membership. The Michigan Library Association Annual Membership Renewal cost is \$1,965.00 for individual and institutional memberships.

After a brief discussion, it was moved by Bialecki, supported by Eggly, to renew the Michigan Library Association individual and institutional memberships.

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Eggly stated she liked the article, "What do Michiganders Really Think? MLA Public Opinion Survey on Public Libraries and Book Banning", which was included in the Board packet. Other Board members agreed it was a good article.

Bialecki questioned the "March Reading Month Numbers Are In" article by the Sentinel, where it stated 153,948 patrons visited the library. Orlando stated it was how many visits the library received, not specific to individual patrons.

Frederick asked Orlando to look at the Monthly Library Patron Count and daily averages, as they are not calculated correctly. Orlando stated that she would investigate it.

IX. AUDIENCE PARTICIPATION

None.

X. ADJOURNMENT

It was moved by Bialecki, supported by Zenisek, to adjourn the meeting at 11:23 a.m.

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

The next meeting is scheduled for Thursday, June 15, 2023, at 9:30 a.m., in the Library.

Respectfully Submitted,

Madeline Bialecki
Secretary