

**MINUTES OF THE REGULAR MEETING
OF THE
ST. CLAIR SHORES PUBLIC LIBRARY BOARD
Thursday, June 15, 2023**

PRESENT:

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

EXCUSED: Council Person: Mr. Ron Frederick

I. ROLL CALL

Smith called the meeting to order at 9:31 a.m.

II. ADOPTION OF AGENDA

It was moved by Bialecki, supported by Zenisek, to adopt the agenda of the June 15, 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 May 18, 2023, regular meeting of the Library Board of Trustees, with the correction that item B10, the Michigan Notable Books Author Tour attendance be changed to 24 patrons.

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

IV. REPORT OF THE LIBRARIAN

A. Correspondence

1. There was no correspondence.

B. Library Information

1. Renovation Update

Orlando provided an overview of the grant agreement and environmental review. A proposed timeline was discussed, but no official dates have been set. On Monday, June 12th, a study session was held, and Craig Borum from PLY+ presented City Council information on the library renovation. Craig Borum proposed to schedule an upcoming meeting to discuss the renovation timeline and budget. PLY+ is recommending use of a construction manager and Orlando discussed the benefits of having a construction manager.

2. Summer Reading Club

A discussion of Summer Reading was held. Details of youth and adult programming were discussed. This year, the library has a robust schedule of adult programs. The library is waiting to hear from the postmaster if a mail truck will attend touch-a-truck. Youth Services is looking to obtain either an ice cream truck or cart to have at the event.

3. 5th Annual St. Clair Shores Lit Walk by the Lake

On Saturday, June 24th, M.L. Liebler and other poets will be at Blossom Heath Park from noon to 3 p.m. Orlando will attend the TIFA meeting tonight, June 15, to request TIFA sponsorship of this event.

4. Selinsky-Green Farmhouse Museum

An official start date for our new museum curator is Monday, June 19th. Orlando reminded the Board that this is a 15 hour-a-week position and that the library staff and docents have been filling in during the absence of a curator. Orlando stated that quotes for museum repairs are hard to obtain and that repairs will include gutters, painting, the roof, and the porch.

The Library of Michigan will be sending the SCSPL a Braille Enhanced Storywalk. The Storywalk will be available from August 23rd to September 20th on the museum grounds.

5. Suburban Library Cooperative (SLC) Intern

The SLC intern has returned for a total of 45 hours, spanning 3 weeks, due to the closure of Fraser Library. The project that the intern was working on before departing should be finished during this time.

6. Historical Commission

The Historical Commission held a City Historical Marker Dedication for Trinity Episcopal Church on Sunday, June 11, at 10:30 a.m. The Historical Commission is working with other churches, businesses, and residents to add more markers.

7. Wireless Internet

The current wireless equipment is becoming obsolete. Suburban Library Cooperative is not going to absorb the costs of this new equipment like it has in the past. Orlando stated that due to renovations, the library might postpone purchasing this new hardware and installation. We will still have wireless internet if we wait, but statistical data will be lost.

8. Shores Magazine Book Review

Eggy submitted a book review that will be featured in the July/August issues of *Shores Magazine*. Eggy featured *When We Had Wings* by Ariel Lawhon, Kristina McMorris, Susan Meissner and *We Band of Angels* by Elizabeth Norman.

9. Policy Revisions

The library is reviewing current policies for revision and creation of new policies. Orlando stated that an example of a new policy could be a display case policy. A discussion was held on cell phone usage in the library and the need to update our current policy.

10. Library Of Michigan Grant

Fair shared that she applied for a pop-up makerspace grant through the Library of Michigan. This would help provide equipment that would eventually be placed in the makerspace once the renovated space is complete.

11. Farmers Market

The library has signed up to participate in the Farmers Markets on the second Thursday of every month from July to October. The Thursday dates are July 13, August 10, September 14, and October 12.

12. Lakeview Work Study

A teacher from the Lakeview Hearing and Impaired Work Study Program contacted Orlando and is requesting to place a student in the library next school year. The student would work in the library for approximately 2–2 1/2 hours a day, up to 5 days a week. This schedule could change depending on transportation. A discussion on duties and training requirements was followed.

13. City Council Meeting

Orlando stated that on Monday, June 19, the City Council will receive the request to approve the purchase order of the Suburban Library Cooperative System Services for 23/24. A request to approve a purchase order for Overdrive Digital in the amount of \$20,000.

14. Donation for Fines and Fees

A brief discussion was held on administering a \$500 anonymous donation to assist paying for patron's fines and fees. It was determined that this donation would be used for a one-day amnesty day on September 27, 2023, the library's 88th birthday.

V. FINANCIAL REPORT

A question about fringe benefits was asked by Zenisek. Orlando provided details on what fringe benefits cover and how that determines the budget amount.

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

- A. Monthly Budget Report –April 2023; May N/A
- B. Monthly SGFM Budget Report – April 2023; May N/A
- C. Cooperative Purchasing Account–Balance as of May 31, 2023, \$27,984.63
- D. Cooperative Video Account – Balance as of May 31, 2023, \$6,344.55
- E. Raymond James Monthly Statement-Balance as of May 31, 2023, \$354,435.10

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

1. Fair continues to send Frederick City Council announcements for meetings.

VII. ACTION ITEMS

1. Live Rite Food Pantry Donation Box Request

Orlando presented to the Board a request from Live Rite Recovery Resource Center, located in Roseville to place a food donation box in the library.

After a brief discussion, it was moved by Bialecki, supported by Zenisek, to deny Live Rite Recovery Resource Center, the request to place a food donation box in the library.

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Zenisek stated that the Libby bookshelf problem she was having on her iPad is now resolved. Zenisek requested that the holds on Libby increase. Zenisek also presented a spreadsheet of items she has placed holds on and what libraries they are coming from. A brief discussion of possible vendor changes was discussed.

IX. AUDIENCE PARTICIPATION

None.

X. ADJOURNMENT

It was moved by Bialecki, supported by Zenisek, to adjourn the meeting at 11:04 a.m.

Ayes: Bialecki, Eggly, Smith, Sullivan, Zenisek

Nays: None

Motion carried.

The next meeting is scheduled for Thursday, July 20, 2023, at 9:30 a.m., in the Library.

Respectfully Submitted,

Madeline Bialecki
Secretary