

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

MacHarg Room

Thursday, August 19, 2021

PRESENT:

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

EXCUSED:

I. ROLL CALL

Bialecki called the meeting to order at 9:29 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. APPROVAL OF THE MINUTES

It was moved by Smith, supported by Eggly, to approve the minutes of the Regular Meeting of the Library Board of Trustees held on July 15, 2021.

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

IV. REPORT OF LIBRARIAN

A. Correspondence

1. Tutoring Policy

Orlando stated that she has not received the tutoring policy back from the City Manager's office. She stated that she did receive an email from Councilperson Rusie, asking her to respond to an email that she received from a resident regarding the tutoring policy. The resident was concerned about his 9th grader, who came to the Library with a teacher who was going to tutor him. He was instructed by the library staff to tutor his son in the Youth Services Room. He felt his son was too old to be tutored in the Youth Services Room. Orlando's response is below:

The main reason the policy is being put in place is to address the number of "paid" tutors that use the library as their place of business. "All tutoring that takes place at the St. Clair Shores Public Library, whether by an individual or business, must be free of charge. Remuneration of any kind is prohibited. Individual profit, salary, or any form of personal gain is prohibited." Most of the paid tutors have used the adult area of the Library to tutor children under the age of 10. This has been disruptive to the adults in the area. While we are waiting for approval of the proposed policy, and as a way to address the tutoring that is currently taking place in the building, we ask all tutors to work in the children's room. Having said that, Mr. Carney does have a very valid point, and this will be discussed at the next library board meeting, which is scheduled for Thursday, August 19. The policy does not prohibit parents or not for profit tutoring from taking place in the building.

Orlando stated that she agrees with the patron's concern, and when the policy is approved, the staff will create guidelines as to where in the building the not-for-profit tutors may assist students.

2. Homeschoolers and Library Programs and Services

Orlando reported that she received a request from Councilperson Vitale to look into programming for homeschoolers and their families. Orlando stated that the staff would review their upcoming program schedule to see what would be of interest to the homeschoolers. In the past, families often brought the homeschoolers to conduct their research and to work in the Library. Orlando distributed a list of resources and materials that is owned by the Library and targets homeschoolers. This resource list will be forwarded to Councilperson Vitale.

3. Youth Services Room Ceiling Leak

Orlando informed the Board that she received an email from Councilperson Caron inquiring about the ceiling leak in the Youth Services room. Apparently, a resident posted a picture of the leak on the Resident's Facebook page. Orlando's response to Councilperson Caron is as follows:

The roof leaks have been submitted in Q-Alert. It is my understanding that it is a problem with the drainpipes and that Bldg. Maintenance is in the process of contacting vendors to replace the pipe.

Councilperson Caron replied on Facebook to the citizen's concern with the above statement.

4. Police Department Notification

Orlando stated she received an email from the Police Department regarding a citizen's group called the Michigan Constitutional Crusaders. The group goes around to public buildings with video cameras and films everything/everybody inside and out. There is no law prohibiting this. They were at the Police Department and in their parking lot a few months ago and again last night. The police basically ignore them. They are looking for a confrontation and perhaps unlawful orders to leave the area. They then post the videos to YouTube and chastise the people who confronted them. The Police Department suggested asking them if they need assistance as you would for anyone else and then ignore them if they tell you no.

The Board discussed whether or not they should create a policy stating that video cameras and filming in the building is not allowed. If a policy was created and approved by the Board then this activity would be prohibited in the building. Several libraries in the area have created such a policy which prevents any group from filming in the Library. This group has not visited the Library.

5. Patron Concern

Orlando stated that she received a phone call from a patron who brings her children to the Library all of the time. One of the patron's children is on the autism spectrum. This child, who loves to visit the Library was upset after her last visit. After leaving the Library, the child indicated to the mother that another Library patron questioned the child why she was staring at her. After a lengthy conversation Orlando and the mother decided that when she goes to check out her library material, the Youth Services librarians would assist whenever possible. Other staff members will be informed of this, and they will assist by finding the parent or librarian if necessary.

B. Library Information

1. Selinsky-Green Farmhouse Museum (SGFM)

The Museum has been busy with several activities and group visits. The Yardeners' Garden Tour took place on August 7, the SCS Explore the Shores group visited on August 14, and several residents arranged to visit the Museum today. The grounds were also used for various activities during Summer Reading Club. At this time,

interested parties can call the Library to schedule a visit to the Museum.

Twenty-eight applications were received for the curator position. Orlando hopes that the position will be filled by mid-September.

Several repairs need to be made at the Museum. The porch and railing need to be repaired. The gutters are also leaking. Orlando had a conversation with the City Manager regarding the repairs at the Museum. Next fiscal year she will create a budget for the maintenance and upkeep of the Museum. This should be something the new curator will be able to assist with.

2. Friends of the Library

Orlando reported that the Friends Book Sale, held on Saturday, August 7, was a huge success. Over \$1,100 was raised at their four hour inventory reduction sale. The Friends will resume working at the Library on Wednesday mornings to stock the Book Shop shelves.

The Friends have scheduled their Accessory Sale for Saturday, September 18, from 9:30 to 3:00 pm in the Reading Lounge/Book Shop. The Friends are looking to recruit more Board members.

3. Fall Hours and Suspended Library Practices Return

Orlando stated that fall hours begin on Tuesday, September 7 when the Library will resume its Saturday hours. The library will return to some practices that were suspended because of COVID. Fees for rental books and lost library cards will return. The book drop will remain closed while the Library is open. Room reservations are also being taken for outside groups, Reading Lounge will be open to the public.

4. Youth Services

Storytime will resume in person this fall. Registration is required and space is limited. Tot Time is currently being conducted on the grounds of the Museum.

The Youth Service Room is home to a Wishing Well that patrons can place their "spare" coins in. This money is used to purchase new children's books. Orlando happily shared that the coins were recently counted and over \$400.00 had been donated.

5. City Administration

Orlando informed the Board that both Assistant City Manager Bill Gambill and Finance Director Laura Stowell will be leaving the City. Mr. Gambill has accepted the city manager position in Manistee, Michigan. Mrs. Stowell will be working in the cooperate world. They will be missed.

6. Grant Update

Orlando stated that the Library received its reimbursement check from the Library of Michigan for the grant they received for the Explorer Backpacks.

Orlando reported that she is waiting for the month end statistics so that the final CARES ACT Grant report can be submitted to the Library of Michigan.

7. Purchase Order for Automated Services

Orlando stated that she attended the August 16, 2021, City Council meeting to request approval of the Suburban Library Cooperative purchase order for the St. Clair Shores Public Library's Automated System Services, provided by the Suburban Library Cooperative, for FY 21/22, in the amount of \$72,056.22. The request was approved.

8. Problem Patron

Orlando discussed a recurring problem with a patron who continuously badgers and harasses several library staff members. Orlando has spoken with him several time regarding his harassment and language that he uses toward the staff. After a lengthy discussion, it was decided that a letter would be sent to him outlining his behavior and suspending his Library visit privileges for three months.

V. 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—June N/A; July N/A
- B. Museum Year-to-Date Budget Report—June N/A; July N/A
- C. Cooperative Centralized Purchasing Account – Balance of \$23,070.50 as of July 31, 2021
- D. Cooperative Rental Video Account – Balance as \$4,889.87 of July 31, 2021
- E. Raymond James Monthly Statement – Balance of \$370,529.25 as of July 30, 2021

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Orlando thanked Councilman Frederick for his enthusiasm when delivering Library announcements at the City Council meetings.

VII. ACTION ITEMS

A. Michigan Library Association Annual Membership Renewal

It was moved by Eggly, supported by Perry, to approve the Michigan Library Association's annual membership renewal for Library Board members and the professional librarian staff.

Ayes: Bialecki, Eggly, Perry, Smith, Sullivan

Nays: None

Motion carried.

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

None.

IX. AUDIENCE PARTICIPATION

None

X. ADJOURNMENT

It was moved by Smith, supported by Eggly, to adjourn the meeting at 11:00 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, September 16, 2021, 9:30 a.m.

Respectfully Submitted,

Monie Smith, Secretary