

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

MacHarg Room

Thursday, September 16, 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

I. ROLL CALL

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

II. ADOPTION OF AGENDA

Orlando stated that she would like to amend Agenda Item VII, to add the Approval of the 20-21 Library Board Annual Report. It was moved by Sullivan, supported by Eggly, to adopt the agenda as amended.

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

III. APPROVAL OF THE MINUTES

Bialecki stated that under Agenda Item IV: A 4, the word such should be removed from the paragraph. It was moved by Eggly, supported by Smith, to adopt the minutes of the August 19, 2021, Regular Meeting of the Library Board of Trustees as amended.

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

IV. REPORT OF LIBRARIAN

A. Correspondence

1. Michigan Occupational Safety and Health Administration

Orlando stated that in the Board's packet was a letter from MIOSHA stating that they received a complaint regarding inadequate indoor air quality at our establishment and the alleged hazards. The letter stated that because they do not have specific standards that address this issue, they will not be conducting a site visit. The letter did include a list of suggested recommendations. Orlando stated that on Friday, September 10, a company did come in to assess the situation in the Local History Center. This had been scheduled prior to receiving the MIOSHA correspondence.

Orlando stated that there is high humidity in the building which has resulted in mold growing the Local History Center. Orlando reported that the City is waiting to receive the assessment to determine the next course of action.

B. Library Information

1. New Employees

Orlando was pleased to report that the new museum curator and a part-time circulation clerk will begin work on Monday, September 20. The Library is still reviewing applications for the circulation position.

Orlando also stated that the Community-based Instruction students from Lake Shore High School will return to work at the Library on Tuesday, September 21.

2. Friends of the Library

Orlando reminded the Board that the Friends Accessory Sale will take place this Saturday from 9:30 a.m. until 3:00 p.m., in the Reading Lounge. This sale was originally scheduled in March 2020, but COVID 19 guidelines prohibited this from taking place.

The Library Newsletter, which is sponsored by the Friends, hopes to return to its bimonthly publication in the new year. For the past year, it was published when necessary. The next issue will be the October 2021 issue. The final issue of the year will be the November/December issue.

3. Winter Hours at the Library

Winter hours began on Tuesday, September 7. Orlando reported that things went smoothly and the due dates for Library materials were correct in the computer.

4. Youth Services

Fall story times have resumed. Since the Library cannot have as many people in person at the Library, another session was added. All sessions filled up quickly. Weather permitting, these sessions will take place outdoors. If not, they will take place in the Library's meeting room.

The final report for the Public Library Services Grant was successfully submitted to the Library of Michigan.

The Youth Services department is hosting a Teen Volunteer Session on Saturday, September 18, from 10:00 am. until 11:00 am. Teens who need service hours are invited to join the librarians to assist with program preparations. Registration is required. This initiative replaces the Teen Advisory Board.

Our Youth Services librarians will be working on two early literacy projects that are being implemented through the Suburban Library Cooperative.

Orlando stated that there is money in this year's budget to hire a consultant to re-design the Youth Services Room. Orlando has contacted Library Design and will contact two other vendors so that three quotes can be reviewed.

5. Dates for City Calendar

Library staff is putting together next year's meetings and events to be placed on the City calendar. At next month's meeting the Board will approve their meeting dates and the Library's closing dates. The Library also submits the dates for the Historical Commission, Cultural Committee and the Friends of the Library.

6. *Little House on the Prairie*

Orlando stated that the latest discussion among youth services librarians is the *Little House on the Prairie* series of books. A debate is taking place in library world regarding the portrayal of Native American Indians and how they are depicted in the books. A brief discussion took place.

7. Overdrive and Libby Update

Orlando stated that Overdrive, the service that the Library subscribes to for delivery of our digital material, is no longer going to support the Overdrive app. Patrons who used the Overdrive app, must now use the Libby app. Overdrive originally said that they would support both applications. This has caused some confusion for users of this service but things are improving.

8. Cultural Committee Photography Contest

Orlando stated that the St. Clair Shores Cultural Committee is sponsoring a Photography Contest for residents and students. The contest is online and runs

through November 15. The winners will be announced at the first council meeting in December.

9. Michigan Library Association Membership

Orlando reminded the Board to forward their Michigan Library Membership renewal forms to the Library for submission. MLA is sending their renewal via email.

10. State Aid Report

The annual State Aid Report can be submitted beginning October 1 through early February, 2022. In the past, the Library waits until the City's annual audit is complete to submit the report.

11. CARES Act Grant Summary

Included in the Board packet was the summary of the survey conducted as part of the final report for the CARES Act Grant. Orlando summarized by stating that 15 mobile hotspots were purchased with grant funding. Over an eleven month period, those units circulated 88 times. Patrons using the hotspots had many positive comments about the grant funded service.

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; August N/A
- B. Museum Year-to-Date Budget Report—June N/A; July N/A; August N/A
Cooperative Centralized Purchasing Account – Balance of \$23,070.50 as of August 31, 2021
- C. Cooperative Rental Video Account – Balance as \$4,878.40 of August 31, 2021
- D. Raymond James Monthly Statement – Balance of \$375,520.78 as of August 31, 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. Library Board 20-21 Annual Report

Orlando distributed a draft copy of the Library's 20-21 Annual Report and Attendance sheet for the Board to review. After the Board reviewed and discussed the documents, it was moved by Eggly, supported by Smith, to approve and submit the 20-21 Library Board of Trustees Annual Report and Attendance Record to the City Clerk's office.

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

VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Councilman Frederick shared that the Wigs for Kids Virtual Gala takes place on Friday, September 17. New this year are free tickets to watch the Gala and to participate in the silent auction.

Councilman Frederick invited everyone to visit him at the Lac Ste. Claire Art Fair this weekend. He will be in the pizza booth.

Bialecki said that Gilda's House *Bras for a Cause* fundraiser will take place at the Emerald Theatre in downtown Mt. Clemens on Saturday, October 2. This will be a Drive-In Event with survivor models parading down Pine Street.

IX. AUDIENCE PARTICIPATION

None

X. ADJOURNMENT

It was moved by Eggly, supported by Smith, to adjourn the meeting at 10:45 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, October 21, 2021.

Respectfully Submitted,

Monie Smith, Secretary