

NOTICE

WARREN PUBLIC LIBRARY COMMISSION
Warren Civic Center Library
Mark Twain Room
1 City Square, Suite 100
Warren, MI 48093

PLEASE TAKE NOTICE THAT there has been a change, there will be a regular, in-person meeting of the Warren Public Library Commission on **Thursday, March 21, 2024 at 6:00 p.m.**

CONTACT/ACCOMMODATIONS INFORMATION:

If you have any questions, concerns, or require disability-related accommodations for the meeting, please call the Library Administration Office at 586-574-4564.

WARREN PUBLIC LIBRARY COMMISSION
REGULAR MEETING
WARREN CIVIC CENTER LIBRARY- MARK TWAIN ROOM
1 CITY SQUARE, SUITE 100
WARREN, MI 48093
March 21, 2024
6:00 p.m.

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
– Regular Meeting of January 18, 2024
- 5. Financial Reports**
 - a. Monthly Line Item Budget Report
 - b. Suburban Library Allocation Account
 - c. Branch Income Report
- 6. Director's Report**
 - a. Statistics/Output Measures**
 - Unique Management report
 - b. Current Projects**
 - Budget discussion with Mayor L. Stone was accepted favorably
 - City Council approved funding to replace Miller's HVAC unit
 - Modular Library oversight committee met with architectural firms, MCD and Ply +
 - 2 new security cameras were installed at the Busch Branch (Community room and Computer lab)
 - c. Services**
 - Received check from SLC in the amount of \$372.22 from ProPay credit card transactions in the month of December 2023.
 - d. Staffing**
 - C. Bobinski, Office Assistant at the Busch Branch, transferred to the Police Department on January 12, 2024. Probation period is 6 months.

- A. Ali, Office Assistant at the Civic Center Branch, resigned on February 8, 2024.
- S. Laskar, Library Page, at the Busch Branch is resigning on March 23, 2024.
- T. Pearson, Library Page, started February 12, 2024 at the Civic Center Branch.
- J. Walker was hired to fill the OA vacancy at Civic Center branch; 6 month probation starts on March 18, 2024.
- A. Mucha, Library Technician at Miller Branch is on medical leave
- K. Goodrich, SLC intern works primarily at Civic Center; wages paid from Warren's allocation account.

e. Marketing/Outreach

- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults.
- Library Programs: double sided sheet (8.5" X 14") inserted in water bill, mailed to 45,600 residences in Warren.
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- A laptop is now available for patron use In-library only at each Warren branch
- American Sign Language (ASL) was added to Mango Languages database
- 2 staff members attended Spring Institute in Muskegon, MI (staff report attached)
- April 16, 2024, 3 staff members will participate in Advocacy Day in Lansing, MI.
- Civic Center staff member will attend PLA (Public Libraries Association) Annual Conference in Columbus, Ohio.

f. Discussion items:

- Changes to Warren Public Library "Code of Conduct" recommended by Hollie Stange, Superintendent of Fitzgerald Schools, See attached letter

7. Audience Participation

Members of the audience who would like to address the Library Commission this evening may do so under the audience portion. Patrons have 3 (three) minutes to speak.

8. Action Items

- Page wage increase

9. Friends of the Warren Public Library

10. S.L.C. Report

11. Commissioner's Comments

12. Next Meeting Date – May 16, 2024

13. Adjournment