

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

January 16, 2025

1. **Call to Order** The regular meeting was called to order at 6:01 PM by Frank Pasternak.

2. Role Call:

Commissioners Present: Frank Pasternak, Lorie Barnwell, Don McIntosh, Zosia Ladak, and Annette Majka.

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney, Henry Newnan, City of Warren Councilman, Laurie Fournier, interim Superintendent, Fitzgerald High School, and Jessica Percy, Director of Communication and Culture, Fitzgerald High School.

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3. Approval of Agenda:

Barnwell made a motion to pull ahead the Busch Branch Discussion Item of the Director's Report to follow the Approval of the Regular Meeting of November 21, 2024, Minutes, supported by Majka; motion carried.

4. **Approval of Minutes: Regular Meeting of November 21, 2024:** Barnwell moved to approve the Minutes of the Regular Meeting of November 21, 2024, supported by McIntosh; motion carried.

6. Director's Report:

g. Discussion Item: - Busch Branch: On November 21, 2024, the Warren Public Library Commission passed a motion to close the Busch Branch Library on school days from the after-school period of 2:15 PM to 4:00 PM. This was done to prevent the disruptions inside and outside the library caused by the Fitzgerald school students when they left the school at the end of the day's classes. It was further stated that this action would be reviewed February 28, 2025, to determine if the library could be opened again during those hours based on actions taken to resolve the problem.

Fournie indicated that they have had meetings with the high school staff to discuss the issue and possible actions that could be taken to resolve the problem and permit the library to reopen during the hours it has closed. She further noted that some

time ago the district had a “door-to-door” policy in place, but it was replaced by a student code of conduct. Because the other Warren school districts have “door-to-door” policies, comments indicated that a similar policy at Fitzgerald could help. Further, the school plans to have some school personnel presence at the library during those after school hours when the library is reopened.

It was agreed that the Library Commission and the Fitzgerald leadership would meet to develop a plan for implementation of the actions that would permit opening the library to its normal hours of operation.

5. Financial Reports:

a. Monthly Line Item Budget Report

b. Suburban Library Allocation Account

c. Branch Income Report

Barnwell moved to receive and file the Monthly Line Item Budget Report, the Suburban Library Allocation Account, and the Branch Income Report, supported by McIntosh; motion carried.

6. Director’s Report:

a. Statistics/Output Measures:

- Unique Management Report

b. Branch Updates:

- Busch:

- Restroom WiFi buzzer system installed
- Removal of picnic tables
- After school hours: See Director’s Discussion Item, g., following Meeting Agenda item 4.

- Burnette:

- Trinty Lutheran Church opened to accommodate the homeless.

- Miller:

- Updated security camera installed in the children’s area and at the south entrance into the library from Parks & Recreation department.

- Civic:

- We acquired a hippopotamus for Christmas.
- Dual use of Special Collections room.

c. Current Projects:

- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch.
- DSLRT statistics completed and submitted.
- Library Budget 2025-2026.
- Request for Security Guard submitted on Bidnet.
- State Aid in process of being completed.

- d. Services:

- Received checks from SLC in the amounts of \$639.41, \$619.85, and \$305.00 from ProPay credit card transactions in the months of September through November, 2024, totaling \$1,564.26.

e. Staffing:

- New Hires:

- A. Swierczynski, Library Technician hired to fill vacancy; six month probation started December 13, 2024 at the Miller branch.
- Scheduling interviews to fill two vacant OA positions.

- Staff Transfers:

- A. Moss appointed temporary out-of-class supervisor of the Busch branch started December 19, 2024.

- Extended Leave:

- J. Robertson, Busch Branch Supervisor is on extended leave.

- Training:

- All FTE staff completed a Harassment Training Seminar.

f. Marketing/Outreach:

- eNewsletter update: All programs listed in the eNewsletter are for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now.
- Library Programs: All programs are printed on a double-sided sheet (8.5" X 14"), inserted in the monthly Warren water bill, and mailed to 45,600 residences of Warren.
- Outreach program focused on Warren residents: home delivery of materials is provided to persons with disabilities and are homebound.
- Library requested City Council to release funds for the printing of the quarterly Warren Programs booklet.

Mcintosh moved to receive and file the Director's Report, supported by Majka; motion carried.

7. Audience Participation:

- Covered in Item 6 of the Director's Report, g. Discussion Item-Busch Branch.

8. Action Items:

- Busch Branch hours during students release from school: Covered in Item 6 of the Director's Report, g. Discussion Item-Busch Bunch.
 - Announcement of Oksana Urban, Warren Library Director, is retiring March 1, 2025, after 13 years of exemplary service. Pasternak, Barnwell, McIntosh, and Urban will work together in search of a new Director.
- Urban indicated that the Library Bylaws and Job Descriptions need to be updated.

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report:

- Nothing to report.

11. Commissioner's Comments:

- Several congratulations, "thank you"s, and good wishes given to Urban by the Library Commissioners and meeting participants.

12. Next Meeting Date: March 20, 2025

13. Adjournment: Majka moved to adjourn the meeting at 8:06 PM, supported by McIntosh; motion carried.



Donald J. McIntosh, Secretary