

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 20, 2025

1. Call to Order The special meeting was called to order at 6:00 PM by Annette Majka.

2. Roll Call:

Commissioners Present: Zosia Ladak, Annette Majka, Natalie Piernak

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney

3. Approval of Agenda:

Motion to approve the agenda; motion carried.

4. Approval of Minutes, Regular Meeting of January 16, 2025 and Special Meeting February 3, 2025

Motion to approve the agenda; motion carried.

5. Financial Reports:

a. Monthly Line Item Budget Report

b. Suburban Library Allocation Account

c. Branch Income Report

Motion to receive and file the Monthly Line Item Budget Report, the Suburban Library Allocation Account, and the Branch Income Report; motion carried.

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report

b. Branch Updates:

- Busch:

- Electric hand dryers installed in public restrooms

- Branch closed early on February 12, 2025 due to weather conditions

- Burnette:

- Trinity Lutheran Church closing March 22, 2025

- Spartan 6 Security Inc. service time frame is March 10, 2025 – April 30, 2025; return for service November 1, 2025 – April 30, 2026
- Electric hand dryers installed in public restrooms
- **Miller:**
 - RFID staff badge reader installed on the north door entrance
 - Branch closed early on January 22, 2025 due to building issues
- **Civic:**
 - Branch closed early on February 12, 2025 due to weather conditions

c. Current Projects:

- State Aid submitted
- Library budget submitted to Mayor Stone
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch. Design plans completed by Ply+ for the new branch at 13700 Sidonie.
- Planning and Zoning commissions approved the necessary changes for the new library
- Viewed and Selected furniture options for new branch at ISCG
- Request for quote placed on BidNet for landscaping and fertilization services for the Busch and Burnette branches
- Notice posted by HR for search of Library Director
- **d. Services:**
 - Received check from SLC in the amount of \$318.27 and \$709.35 from ProPay credit transactions in the months of December 2024 through January 2025 totaling \$1,027.62.

e. Staffing:

- New Hires/Departures

- L. McCabe, Library Office Assistant hired to fill vacancy; 6 month probation started on February 7, 2025 at the Civic Center branch.
- M. West, Library Office Assistant hired to fill vacancy; 6 month probation started on February 21, 2025 at the Miller branch and resigned on March 8, 2025.
- D. Soucy left service on March 3, 2025
- E. Khan, Library Page, started March 7, 2025 at Busch branch.
- **Staff Transfers –**
- **Extended leave –**
 - J. Robertson, Busch Branch Supervisor is on extended leave

— A. Libby returning from leave on March 17, 2025

- Training

— Busch FTE staff completed student Trauma Training on Thursday, March 6, 2025

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f. Marketing/Outreach:

- eNewsletter update: All programs listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and homebound.
- Quarterly printing of Warren Today, Activity Guide mailed out to Warren residents.

Motion to moved to receive and file the Director's Report; motion carried.

7. Discussion items:

8. Audience Participation

- Resident brought up the issue they see of a new library. Resident stated in the summer of 2010 there was the big issue about the libraries were closing because there wasn't the money, and the taxpayers generously approved the special revenue fund village, and then the libraries were open ever since then. With this they questioned with knowing the history of the library, the funding and the financing the Civic Center is the DDA library, the Chippewa library is Burnette, and that the building authority library is Miller; what funding source, bond funding source is going to be for the new library?
- Resident wanted to officially nominate the new library to be named after the Palmers.
- Resident concerns on the delay in breaking ground on the new library

9. Action Items:

a. Appoint Vice-Chair

Nomination made for Natalie Piernak. Voting to occur next meeting since there was no quorum.

10.Friends of the Warren Public Library

- No report

11.S.L.C. Report

- No report

12.Commissioner's Comments

13.Next Meeting Date – May 15, 2025

14.Adjournment

Meeting adjourned at 6:50pm