

WARREN PUBLIC LIBRARY COMMISSION**Regular Meeting****May 15, 2025**

1. **Call to Order** The special meeting was called to order at 6:02 PM by Natalie Piernak.

2. **Roll Call:**

Commissioners Present: Natalie Piernak, Lorie Barnwell, Don McIntosh, Zosia Ladak, and Annette Majka. Emmy Howard was absent.

Also Present: Oksana Urban, Warren Library Director; Caitlin Murphy, City of Warren Attorney; Henry Newman, City of Warren Councilman; and Mallorie DeVilbiss, Director of Suburban Library Cooperative.

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3. **Approval of Agenda:**

Majka made a motion to approve the agenda as amended to include a discussion on the process of selecting the new Library Director, supported by McIntosh; motion carried.

4. **Approval of the Minutes of the Special Meetings of March 31, 2025 and May 7, 2025:** Majka made a motion to approve the Minutes of the Special Meetings of March 31, 2025 and May 7, 2025, supported by Ladak; motion carried.

5. **Financial Reports:**

- a. **Monthly Line Item Budget Report**
- b. **Suburban Library Allocation Account**
- c. **Branch Income Report**

Majka made a motion to receive and file the Monthly Line Item Budget Report, the Suburban Library Allocation Account, and the Branch Income Report, supported by Ladak; motion carried.

6. **Director's Report:**

- a. **Statistics/Output Measures:**
 - Unique Management Report.

b. Branch Updates:

- Busch:

- Students are using the library daily and the number of students has increased.

- Burnette:

- Faulty breaker replaced 4/24/2025.
- TIFA approved \$800 funding for MI Crusin'53 event.
- Requesting TIFA funds to stock fish tank with two larger fish.
- Burnette supervisor is requesting a year-round security detail.

- Miller:

- Started working on their library of things collection.

- Civic:

- Purchased 36 chairs and two racks to stock chairs from CMPL for the Special Collection room at a cost of \$250.
- TIFA approved funding for MI Crusin '53 event.
- Started working on their library of things collection.

c. Current Projects:

- Library budget talks commence with the City of Warren Council 4/28/25.
- Library will be using BeanStack instead of ReadSquared for the Summer Reading Program.
- Request for bid placed on Bidnet for Magazines; bid awarded to Magazine Subscription PTP.
- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch. Request for bids from the contractors for the new branch at 13700 Sidonie were placed on BidNet. Nine contractors attended the pre-bid meeting.
- Request for bid was placed on BidNet for upgrades to Civic Center's Special Collection room.

d. Services:

- Received checks from SLC in the amounts of \$391.55 and \$1,046.93 from ProPay credit transactions in the months of February and March 2025 totaling \$1,438.48.

e. Staffing:

- New Hires/Departures:

- M. Harrison, Library Office Assistant, was hired to fill a vacancy; the six month probation period started 4/14/2025 at the Miller branch.

- E. Klan left service on 3/27/2025.

- Staff Transfers:

- A. Moss is returning to Branch Librarian position at the Miller Branch starting 5/12/2025.

- A. LaDuke, Branch Librarian, was transferred from the Miller Branch to the Civic Center Branch on 5/12/2025.

- M. Harrison, Library Office Assistant was transferred from the Miller Branch to the Busch Branch on 5/12/2025.

- Extended Leave:

- J. Robertson, Busch Branch Supervisor, returned from extended leave on 5/9/2025.

f. Marketing/Outreach:

- Summer Reading Club extends from 6/7/2025 through 8/9/2025 with a "Color Our World" theme.

- eNewsletter update: All programs are listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson are cancelled for now.

- Outreach program is focused on Warren residents with home delivery of materials to persons with disabilities and are homebound.

- Spring quarterly printing of the Warren Today, Activity Guide was mailed to Warren residents. The summer edition went to print on 4/16/2025.

- Two staff members attended the MLA (Michigan Library Association) Spring Institute for Youth Services Conference, held 4/10/2025 and 4/11/25 in Frankenmuth, Michigan. Reports were available.

- Library services were promoted at the Mayor's Budget Presentation held 4/14/2025 at the Parks and Recreation auditorium.

- Two staff members attended Advocacy Day in Lansing, Michigan held 4/30/2025. Reports were available.

- Two staff members will attend the ALA (American Library Association) Annual Conference on 6/6-10/2025 in Philadelphia, PA.

g. Discussion/ Action Items:

- Status of actions related to the process of selecting the Library Director:

- A Special Meeting was to be scheduled for June 11, 2025, to review and revise the process for selecting the Library Director. The meeting was

subsequently changed to meet on June 25, 2025, to include a review of Bylaw revisions.

- Mallorie DeVilbiss, Director of SLC, agreed to have a "training" session on selecting a library director. It was agreed to meet at 5:00 PM, one hour before the 6:00 PM Special Meeting on June 25, 2025.

- **Scheduling of Regular Meetings:**

- Piernak suggested returning to monthly Regular Meetings. Barnwell made a motion to schedule a July 17, 2025, Regular Commission Meeting, supported by Majka; motion carried.

- **Security Guard:**

- Barnwell made a motion to extend the security guard contract for the Burnette Branch Library for a full year for the safety of the library staff and the homeless, support by Ladak; motion carried. It was noted that this would require Council approval.

7. Audience Participation:

- A suggestion was made to have the library maintenance person report to the Library and not to the City Maintenance Department.

8. Action Items:

- Barnwell made a motion to approve the 2026 Library Closed Dates, supported by Majka; motion carried.
- Approval of the 2026 Library Commission Meeting Dates was tabled for now.
- Election of Commission Officers was held with the following results:
 - Chairman: Natalie Piernak
 - Vice Chairman: Open
 - Treasurer: Annette Majka
 - Secretary: Donald McIntosh

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report:

- Nothing to report.

11. Commissioners' Comments:

- Majka indicated she would meet with the Mayor to be reappointed as a Commissioner, but only to continue in that position until a Library Director was selected.

12. Next Regular Meeting Date: July 17, 2025

13. Adjournment:

Barnwell moved to adjourn the meeting at 8:08 PM, supported by Majka; motion carried.

Donald J. McIntosh, Secretary