

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

March 21, 2024

1. Call to Order:

The regular meeting was called to order at 6:00 PM by Frank Pasternak.

2. Roll Call:

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

McIntosh moved to excuse Palmer, supported by Majka; motion carried.

Also Present: Oksana Urban, Warren Library Director, Henry Newnan, City of Warren Council, and Caitlin Murphy, City of Warren Attorney.

3. Approval of Agenda:

Ladak moved to approve the agenda, supported by McIntosh; motion carried.

4. Approval of Minutes: Regular Meeting of January 18, 2024: Majka moved to approve the Minutes of the Regular Meeting of January 18, 2024, supported by Ladak; motion carried.

5. Financial Reports:

Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 1/31/2024 and 2/29/2024 were reviewed. It was indicated that the book budget would be used up by June, 2024. Further, capital improvements have been made.

Suburban Library Allocation Account: The Suburban Library Allocation Accounts of February 28, 2024 and March 4, 2024 were reviewed. As of March 4, 2024 the balance in the account was \$51,527.02. It was noted that funds will be used to purchase computers to replace older computers for all branches.

Branch Income Reports: The Branch Income Report from July, 2023 through February, 2024 of the fiscal year was \$40,877.33.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through 2/29/2024 was reviewed. Since 7/1/2015, 10,948 accounts have been submitted with a total recovery (including "waived" amounts) of \$367,419.77. Expenditures totaled \$96,925.25.

b. Current Projects:

- Budget discussion with Mayor L. Stone was accepted favorably. It included a review of the modular library project.
- The City Council approved funding to replace Miller's 23-year old HVAC unit at a cost of 67,000.
- The Modular Library oversight committee met with the architectural firms, MCD and Ply+. It was noted that a DNR grant could be a possibility; to provide landscaping around the modular library building, utilizing native Michigan plants.
- Two new security cameras were installed at the Busch Branch's community room and in the area of the computer lab.

c. Services:

- A check was received from SLC in the amounts of \$372.22 from ProPay credit card transactions for the month of December, 2023.

d. Staffing

- C. Bobinski, Office Assistant at the Busch Branch, transferred to the Police on January 12, 2024. Her probation period is six months.
- A. Ali, Office Assistant at the Civic Center Branch, resigned on February 8, 2024. The position remains open.
- S. Laskar, Library Page at the Busch Branch, is resigning on March 23, 2024.
- T. Pearson, Library Page, started working at the Civic Center Branch on February 12, 2024.
- J. Walker was hired to fill the OA vacancy at the Civic Center Branch; the six month probation starts on March 18, 2024.
- A. Mucha, Library Technician at the Miller Branch, is on medical leave.
- K. Goodrich, SLC intern works primarily at the Civic Center Branch; wages are paid from the Warren's Suburban Library Allocation Account.

e. Marketing/Outreach:

- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. The eNewsletter goes out every month.
- Library programs: double sided 8.5" X 14" sheets are inserted in the Warren water bill mailings. This reaches 45,600 residences to provide more interest in available library programs.

- The library Outreach Program is delivering library materials to Warren residents with disabilities and are homebound.
- A Dell laptop computer is now available in each branch for use in the library only. Other laptop computers can be taken home.
- American Sign Language (ASL) was added to the Mango Languages database.
- Two staff members attended the Michigan Library Association Spring Institute in Muskegon, Michigan on March 7-8, 2024.
- Three staff members will participate in Advocacy Day in Lansing, Michigan on April 16, 2024.
- Civic Center staff members will attend the PLA (Public Libraries Association) Annual Conference in Columbus, Ohio

f. Discussion Items

- Proposed changes to the Warren Public Library “Code of Conduct” by Hollie Strange, Superintendent of Fitzgerald Schools were reviewed. Revisions to the Library Rules and Regulations to address the issues pertaining to after school-hour students hanging out in the libraries were discussed. This included having policemen located inside and outside of the library building.

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

7. Audience Participation:

- Concern was expressed for the delay in getting the Modular Library, and the library services it will provide for southeast Warren.
- Homeless individuals in the libraries were highlighted as problematic.
- A request was made to have books available for children of diverse backgrounds in the libraries.

8. Action Items:

- Page wage increases: Barnwell moved to increase the Pages entry wages from \$10.33 to \$11.00, and the wages for longstanding Page staff to \$14.00; supported by Majka; motion carried.

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report

- Nothing to report

11. Commissioner's Comments:

- Barnwell reviewed the background to the initial property costs for the modular library.

12. Next Meeting Date: May 16, 2024.

13. Adjournment: Ladak moved to adjourn the meeting at 7:35 PM, supported by McIntosh; motion passed.

Donald J. McIntosh, Secretary