

Unapproved

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

May 16, 2024

1. Call to Order:

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

2. Role Call:

Commissioners Present: Frank Pasternak, Don McIntosh, Zosia Ladak, Annette Majka, Richard Palmer, and Tom Paruszkiewicz.

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

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

3. Approval of Agenda:

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

4. Approval of Minutes: Regular Meeting of March 21, 2024 and Special Meeting of April 25, 2024: Majka moved to approve the Minutes of the Regular Meeting of March 21, 2024 and the Special Meeting of April 25, 2024, supported by Ladak; motion carried.

5. Financial Reports:

Monthly Line Item Budget Report: The Monthly Line Item Budget Reports of 3/31/2024 and 4/30/2024 were reviewed. It was noted that the book budget would be used up by June 30, 2024.

Suburban Library Allocation Account: The Suburban Library Allocation Accounts of April 17, 2024 and April 27, 2024 were reviewed. As of May 7, 2024 the balance in the account was \$23,421.05. It was noted that funds will be used to purchase computers to replace older computers in the branch libraries. These computer purchases include four year service contracts.

Branch Income Reports: The Branch Income Report from July, 2023 through April, 2024 of the fiscal year was not available. It was however indicated that the copy machine income was good.

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 4/30/2024 was reviewed. Since 7/1/2015, 10,977 accounts have been submitted with a total recovery (including "waived" amounts) of \$370,260.89. Expenditures totaled \$97,223.95.

b. Branch Updates:

- All four branches have access to Avigilon, library security system to view all of the branches cameras which can view inside rooms and every outside corner.
- Busch library-Students are providing school picture IDs or Power School cell phone IDs to enter the library. Students are calmer, quieter, and cooperative; 7th grade and under student must be accompanied by an adult. Warren Police detail at Busch is effective; HR has been requested to post a part-time Warren Police Officer to be present from 2:30-4:00 PM during the school year.
- Burnette library-There is loitering, smoking by the entrance, and biohazard problems in the restrooms that are being used by the homeless; these are issues that are disturbing patrons.
- Modular library-The attorney's office is finalizing the Ply+ contract; it will then be reviewed by the contractor for comment and forwarded to the City Council for approval.

c. Current Projects:

- Library Design is scheduled to install AV pull-out drawers at the Miller Library Branch by approximately the middle of June.
- The Miller branch HVAC unit is on schedule for mid-August installation.
- "Library Rules and Regulation" no. 9, 12, and 14 were amended as requested by FHS Superintendent and Library Commission (a list of "Library Rules and Regulations" was a available for review). No. 15, related to Eating/Drinking of Beverages, was added from the "Patron Code of Conduct" to the "Library Rules and Regulations". A copy of "Patron Code of Conduct" was also available for review. Caitlin Murphy indicated she would review the listing.
- 22 outdated computers and nine outdated laptops were replaced at a cost of \$26,757.00.

d. Services:

- Checks were received from SLC in the amounts of \$1,080.46 and \$1,549.09 from ProPay credit card transactions for the months January through March, 2024 totaling \$2,629.55.

e. Staffing:

- C. Bobinski, Office Assistant at the Busch Branch, accepted a position at the Police Department. A request to fill the vacancy was submitted to HR.
- A. Mucha, Library Technician at the Miller Branch, is on extended medical leave and may be gone for a year.
- J. Robertson, Branch Librarian Supervisor at the Busch Branch, is on an extended medical leave which started May 13, 2024 and may be gone for three months.
- U. Mendez, Library Page, started working at the Busch Branch on April 13, 2024.
- S. Shannon, Library Technician, was hired to fill a vacancy; a six month probation started April 23, 2024.
- K. Goodrich, SLC intern, will remain at the WPL through June 29, 2024

f. Marketing/Outreach:

- The Summer Reading Club is scheduled from June 8 through August 10, 2024; the theme is “Adventure Begins At Your Library”.
- eNewsletter update: All the programs listed in the eNewsletter are for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now.
- Library programs: double sided 8.5” X 14” sheets are inserted in the Warren water bill mailings. This reaches 45,600 Warren residences to provide more interest in available library programs.
- The library Outreach Program is delivering library materials to Warren residents with disabilities and who are homebound.
- Two staff members will attend the ALA (American Library Association) annual conference in San Diego, California.
- The Warren Public Library was awarded the Eisner Graphic Novel Grant which will be presented to J. Novetsky at the ALA 2024 Annual Conference in San Diego.
- The Detroit Institute of Arts Senior bus trip on May 30, 2024 is fully booked. Those attending will hear G-Note 7 performing Motown classics from 1960s and 1970s, and will include a self-guided tour of the museum.

g. Discussion Items:

- The Warren Public Library “Patron Code of Conduct” was amended to include “prohibiting vaping on library premises”.

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

7. Audience Participation:

- Concern was expressed that home-schooled children need to be considered in the “Patron Code of Conduct”.
- It was noted that the “Code of Conduct” sign at the Busch Library was hard to read.

- It was pointed out that Tom Paruszkiewicz has not officially been appointed to the Library Commissions.

8. Action Items:

- McIntosh made a motion to include “Prohibiting vaping on library premises” in the “Patron Code of Conduct”, supported by Ladak; motion carried. It was pointed out that it has already been added.
- Majka made a motion to approve the “Wheelchair and Motorized Scooter Use Agreement”, supported by Ladak; motion carried.

9. Friends of the Warren Public Library:

- It was stated that there will be a book sale the weekend of May 9, 2024.

10. S.L.C. Report

- It was noted that the libraries have been approached by the Gleaners organization requesting to put food boxes in the libraries.

11. Commissioner’s Comments:

- It was stated that the new modular library will need furniture.

12. Next Meeting Date: September 19, 2024

13. Adjournment: McIntosh moved to adjourn the meeting at 7:08 PM, supported by Ladak; motion passed.

Donald J. McIntosh, Secretary