

WARREN PUBLIC LIBRARY COMMISSION

Regular Meeting

November 21, 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, Lorie Barnwell, Don McIntosh, Zosia Ladak, and Annette Majka.

Also Present: Oksana Urban, Warren Library Director, Caitlin Murphy, City of Warren Attorney, and Charles Rushton, Warren acting Police Commissioner.

3. Approval of Agenda:

Barnwell made a motion to pull ahead the Busch Branch Update Director's Report to follow the Approval of the Regular Meeting of May 16, 2024 Minutes, supported by Ladak; motion carried.

4. Approval of Minutes: Regular Meeting of May 16, 2024:

Majka moved to approve the Minutes of the Regular Meeting of May 16, 2024, supported by Pasternak; motion carried.

6. Director's Report

b. Branch Updates:

-- **Busch:** It was indicated that the students from Fitzgerald High School are continuing to gather in the Busch Library parking lot after school is dismissed. This is the result of the school closing its doors when classes are done with the students required to leave the school building. Because a number of the students must wait to be picked up by their parents, and some students need to wait for a school event--such as a basketball practice to begin sometime after the school classes are done--they cross the street and congregate in the library parking lot. Unruly students cause fights to breakout at this time in the lot which can also lead to disruptions within the library. Inclement winter weather will only increase the problem. The library staff and patrons have expressed concerns for their safety because of these issues in the library and its parking lot. It was noted by Acting Warren Police

Commissioner Ruston that because of these unruly disruptions the police have been called 111 times this year so far.

Suggestions were offered to help resolve this issue included closing the library for a period of time after the school doors were closed. This would have a negative effect on the patrons' use of the library as well as for students who were studying and doing homework during this closing period. And because the Fitzgerald school administrator has not helped in addressing the issue, a meeting with the Fitzgerald Public Schools Superintendent was recommended as a needed step toward a solution. Parent involvement was also thought to be a necessary action to be taken. Having a security guard or police presence at the library during the critical hours was also suggested.

As a result of this discussion and possible actions that could be taken, Pasternak made a motion to close the Busch Branch Library from 2:15 PM to 4:00 PM beginning November 22, 2024 and ending February 28, 2025, and if there is an early school release by the school district only the library staff would remain in the library, supported by Majak; motion carried. The issue will be reassessed at end of that period.

5. Financial Reports:

- Monthly Line Item Budget Report: The Monthly Line Item Budget Reports from 6/30/2024 through 10/31/2024 were available and summarized.
- Suburban Library Allocation Account: The Suburban Library Allocation Accounts from 7/8/2024 through 10/28/2024 were available and showed the 10/28/2024 balance of \$56,558.68.
- Branch Income Reports: The Branch Income Report for the fiscal year from July, 2023 through June, 2024 showed total revenue of \$63,176.90. The Branch Income Report
From July, 2024 through October, 2024 of fiscal year 2024/2025 showed a total revenue of \$18,790.14.

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

6. Director's Report:

a. Statistics/Output Measures:

- Unique Management Report: The Unique Management Services Report, through 11/1/2024 was reviewed. Since 7/1/2015, 17,835 accounts have been submitted with a total recovery (including "waived" amounts) of \$381,908.27. Expenditures totaled \$99,881.35.

b. Branch Updates:**-- Burnette:**

- The concern with the homeless was addressed. The homeless are loitering in the library which is disturbing the patrons and are causing potential biohazard problems in the restrooms. The use of the restrooms needs to be control. One suggestion was the hiring of a security officer to help manage the use of the restrooms. Because of the potential legality associated with controlling the use of the restrooms an opinion by the City Attorney was suggested.

Pasternak made a motion directing Caitlin Murphy and Oksana Urban to develop a procedure for using the restrooms, supported by McIntosh; motion carried.

- An incident occurred next to the library building when some children scooted up the downspout to access the first and second tier of the building's roof to retrieve their ball.

- Window shades were installed on the top tier of the windows on the west and east side of the building to keep the sun from impacting the ecosystem in the fish tank. There was significant improvement in stopping algae growth in the tank.

-- Miller:

- DA Central will be contacted to provide a quote for the installation of a card reader at the Arden door entrance.

- Pull-out drawers were installed by the main reading area to house the complete CD collection for patrons to browse through.

- A new HVAC unit was installed on the roof top above the children's area on June 13, 2024.

- A motorized scooter was purchased for use in the library and the Parks & Recreation: Community Center.

c. Current Projects:

- A GMC Sierra pickup truck with a plow was received; it cost \$56,475.50.

- Ply+ meetings were scheduled to discuss the library's needs and wants regarding design strategies and the goals for the new branch library.

- State Aid reporting opened October, 2024 and will be due February, 2025.

d. Services:

- Checks was received from SLC in the amounts of \$574.69, \$403.74, \$1,007.75, and \$361.70 from ProPay credit card transactions for the months of April through August, 2024 totaling \$2,347.88.

e. Staffing:**-- New Hires:**

- Five pages were hired: V. Gibala and E. Reich at Miller, D. Soucy at Busch, C. Ramano at Burnette, and M. Zalewski at Civic.

- E. Glaser, librarian substitute, started June 1, 2024.

- A. Howes, librarian substitute, started July 24, 2024.

-- Transfers:

- V. Brady-Siemens, office assistant at Civic, Transferred to the Water Department on July 8, 2024.

--Staff Departures:

- R. Bunnich, library page, resigned August 16, 2024.
- D. Weidner, Office Assistant, dismissed September 9, 2024.
- S. Shannon, Library Technician, dismissed November 12, 2024.

--Extended Leave:

- J. Robertson, Branch Librarian Supervisor at Busch is on an extended leave which started May 13, 2024.

--Returning from Leave:

- A. Mucha, Library Technical at Miller returned August 8, 2024.
- A. Moss, Branch Librarian, was on leave from July 23, 2024 and returned September 3, 2024.

--Training:

- All FTE staff are required to attend a Harassment Training Seminar.

f. Marketing/Outreach:

- eNewsletter update: All programs are listed in the eNewsletter for children, teens, and adults. Computer classes taught by J. Robertson were cancelled for now.
- Library Programs: A double sided sheet (8.5" X 14") is inserted in the water bill mailing which goes to 45,600 residences in Warren.
- Outreach program focused on Warren residents; home delivery of materials to persons with disabilities and are homebound.
- City of Warren Spotlight: Council approved the quarterly publication of Library and Parks & Recreation programming (with Council oversight of content).
- Summer Reading Club, June 8—August 10, 2024; theme is "Adventure Begins at Your Library"- completion total were available.
- Early literacy kits: purchased by SLC were distributed to participating member libraries' patrons. Warren Public Library received 200 baby kits and 200 for children ages 3-5.
- Two staff members attended ALA (American Library Association) annual conference in San Diego, California; reports were available.
- Two staff members attended the Public Library Youth Services Leadership Summit, September 26-27, 2024, in Parma, Ohio; reports were available.

g. Discussion Items:

- Library closed dates for 2025: Pasternak made a motion to approve the library closed dates for 2025, supported by Ladak; motion carried.
- Revise paying for DVDs to free with a checkout for two days: Pasternak made a motion to revise paying for DVDs to free, with a limit of three, and checkout for two days, supported by Majka; motion carried.

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

7. Audience Participation:

- Concern was expressed that the names of the library staff members who are dismissed in the Director's Report should not be used and identified.

8. Action Items:

- Elect Library Commissioner to the Commission of Commissioners: Majka made a motion to have Pasternak be the Library Commissioner on the Commission of Commissioners, supported by Ladak; motion carried with Pasternak accepting the position.
- Library Commission meeting dates for 2025: McIntosh made a motion to approve the Library Commission meeting dates for 2025, supported by Majka; motion carried.

9. Friends of the Warren Public Library:

- Nothing to report.

10. S.L.C. Report

- It was report that the S.L.C. is working to obtain a blood pressure machine.

11. Commissioner's Comments:

- Ladak asked about the status of the building's emergency exit plan. Barnwell indicated that the mayor is reviewing the plan.

12. Next Meeting Date: January 16, 2025

13. Adjournment: McIntosh moved to adjourn the meeting at 7:55 PM, supported by Ladak; motion passed.

Donald J. McIntosh, Secretary