

**MINUTES OF THE REGULAR MEETING  
OF THE  
ST. CLAIR SHORES PUBLIC LIBRARY BOARD  
Thursday, July 20, 2023**

**PRESENT:**

President:	Ms. Monie Smith
Secretary:	Ms. Madeline Bialecki
Trustees:	Mrs. Judy Eggly
Trustee:	Ms. Kathleen Zenisek
Council Member/Library Board Liaison:	Mr. Ron Frederick
City Librarian:	Mrs. Rosemary Orlando
Assistant Library Director:	Mrs. Stephanie Fair

**EXCUSED:**

Vice-President: Ms. Eileen Sullivan

**I. ROLL CALL**

Smith called the meeting to order at 9:26 a.m.

**II. ADOPTION OF AGENDA**

It was moved by Bialecki, supported by Eggly, to adopt the agenda of the July 20, 2023, regular meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Zenisek  
Nays: None  
Motion carried.

**III. APPROVAL OF THE MINUTES**

It was moved by Bialecki, supported by Eggly, to approve the minutes of the June 15, 2023, regular meeting of the Library Board of Trustees.

Ayes: Bialecki, Eggly, Smith, Zenisek  
Nays: None  
Motion carried.

**IV. REPORT OF THE LIBRARIAN**

A. Correspondence

The Library of Michigan Trustee Manual is available online. Those in attendance at the Suburban Library Cooperative Trustee Meeting were provided with a physical copy of the manual.

1. Orlando provided the Board with a letter from former President Barack Obama indicating his support for librarians and libraries everywhere in relation to censorship issues.

## B. Library Information

### 1. Summer Reading

Orlando stated that 165 adults and 375 children have signed up for summer reading. Sign-up for Summer Reading ends at the end of July. A member of the Friends of the Library has solicited gift cards and donations from businesses for Summer Reading prize drawings. A discussion was held about the previous and upcoming programs for the Library. A question on what is considered good attendance for a program was asked. Fair responded that good attendance would be to fill half the spaces and great attendance would be to fill all spots.

### 2. Plexiglass

Per the directive of the City Manager's office, the Library's plexiglass was removed from the Information Desks on July 19, 2023. At this time all plexiglass have been removed from the Library.

### 3. The Friends of the St. Clair Shores Public Library

In a letter to their members, the Friends of the Library requested donations to support fundraising efforts to support Library programs, especially Summer Reading Club. Around 15 envelopes with prospective donations have been received by the Friends. This request was sent out one week ago.

### 4. Selinsky-Green Farmhouse Museum

Orlando informed the Board of the newly hired Museum Curator, Kelly Guyman. A brief discussion on her background as well as the upcoming programming she has been working on was held. Guyman is currently sending out a letter to docents and looking to update PastPerfect, a software program for accessioning the collection.

Fair has been working on collecting quotes from contractors for the work needed on the roof, gutters, paint, and porch. Quotes should be completed by the end of this week.

### 5. Yardeners

The Yardeners will be hosting their 30th garden tour on Saturday, August 5, from 9 a.m. to 3 p.m. Ticket sales for map distribution start at 9 a.m. at the Museum. The cost is \$5 for adults, and children 12 and under are free.

#### 6. Unique Management Services

Polaris and Unique are having issues processing overdue notices and are no longer working as they once did. Due to a processing issue, patrons are now being charged separately by each library for overdue items rather than a single \$10 fee.

#### 7. City Newsletter

The City is going back to its 12-month calendar. However, there is a possibility the City will send out four newsletters a year. The Library is currently working on the dates that will be included in the calendar.

#### 8. Renovation

Orlando is moving along with the grant agreement, and it should be turned in soon. Orlando had a discussion with Ply+ on scheduling for programs. Ply+ stated that planning through October should cause no issues with renovation plans.

#### 9. Braille Enhanced Storywalk

Residents are encouraged to visit the grounds of the Museum between August 23rd and September 20th to view a Braille Enhanced Storywalk. This program is supported in part by the Institute of Museum and Library Services.

#### 10. Farmer's Market

Fair stated that the Library attended the Farmer's Market on Thursday, July 13. Forty people approached the tent, and overall, it was well received. Community members were pleased and surprised by the types of programs the library offered. The library will be attending the rest of the Thursday Farmer's Markets this season.

#### 11. Service Animal Policy

The Board was presented with a Service Animal Policy and were asked to provide any feedback by Monday, July 24th. The policy will be sent to the City attorney for review.

#### 12. Vote 4 the Best

The Library was nominated for the Vote 4 the Best. The Library has been advertising this to the community through multiple outlets.

13. Television Monitor

The TV monitor in the entrance way is now displaying Library content. A brief discussion on having a policy for content and timing logistics was held.

14. Library Assistants

Fair stated that interviews would take place on July 21, 2023, for a Library Assistant. Out of sixty-eight applications, 12 were called back and 10 interviews will be taking place.

V. FINANCIAL REPORT

After a brief discussion it was moved by Eggly, supported by Bialecki, to receive and file the following Financial Reports:

- A. Monthly Budget Report –May 2023; June N/A
- B. Monthly SGFM Budget Report – May 2023; June N/A
- C. Cooperative Purchasing Account–Balance as of June 30, 2023, \$27,543.63
- D. Cooperative Video Account – Balance as of June 30, 2023, \$6,335.28

Ayes: Bialecki, Eggly, Smith, Zenisek

Nays: None

Motion carried.

VI. ANNOUNCEMENTS FOR CITY COUNCIL MEETING

Frederick stated that the partnership between him and Fair is going great.

VII. ACTION ITEMS

1. Amnesty Day

Fair provided the Board with details of the Amnesty Day set forth with the courtesy of an anonymous donor on September 27, 2023, the Library's 88<sup>th</sup> birthday and library card sign up month.

After a brief discussion it was moved by Bialecki, supported by Eggly, to approve Amnesty Day.

Ayes: Bialecki, Eggly, Smith, Zenisek

Nays: None

Motion carried.

2. Annual Report

Orlando asked the Board if they had suggestions or comments on the accomplishments and goals for the library. A brief discussion was held on what school districts were part of the Virtual Library Card Program.

After a brief discussion it was moved by Bialecki, supported by Eggly, to approve the 2022/2023 Library Board Annual Report.

Ayes: Bialecki, Eggly, Smith, Zenisek  
Nays: None  
Motion carried.

#### VIII. COMMENTS BY INDIVIDUAL BOARD MEMBERS

Zenisek stated that she received a book that came in dyslexic font from another library. A brief discussion on dyslexic font books and the dyslexic font feature in Overdrive was held. Zenisek asked how long a book sits on the hold shelf and where we were with the status on new books and our vendor issue. Zenisek also stated she found the article Orlando sent her on eBooks great. An update on the status of new book orders and the vendor issues was provided by Orlando.

Frederick stated that he received correspondence from Brown Books saying that they have an overflow of donations they would like to pass on. Orlando provided suggestions for the donations, which included the Friends of the Library.

#### IX. AUDIENCE PARTICIPATION

None.

#### X. ADJOURNMENT

It was moved by Bialecki, supported by Eggly, to adjourn the meeting at 10:46 a.m.

Ayes: Bialecki, Eggly, Smith, Zenisek  
Nays: None  
Motion carried.

The next meeting is scheduled for Thursday, August 17, 2023, at 9:30 a.m., in the Library.

Respectfully Submitted,

Madeline Bialecki  
Secretary