

Library Board of Trustees
Minutes of Meeting
January 14, 2019
Sterling Heights Public Library
40255 Dodge Park, Sterling Heights, MI 48313
586-446-2665

- I. Call to Order
Meeting was called to order by Chris Frezza, Chair, at 5:31 p.m.
- II. Roll Call
Members Present: Josephine Berthet, Shirley Cozort, Chris Frezza, Stacy Ziarko
Members Absent: Dave Brown
- III. Approval of Agenda
Motion to approve the Agenda was made by Cozort, seconded by Berthet. Motion carried.
- IV. Approval of Minutes
Motion to approve the minutes of the meeting of November 19, 2018 was made by Berthet, seconded by Cozort. Motion carried.
- V. Communication from Citizens
None
- VI. Monthly Reports, Statistics, and Correspondence
 - A. Building-Wide Stats - FY2018 / FY2019
Board reviewed statistics. Circulation is higher this year compared to last year, in large part due to the automatic renewals of materials, but there is also an increase in e-media circulation. Library visits are lower over the last few months compared to last year. The number of PC sessions continues to decline, but wireless usage continues to be strong. Program attendance continues to increase. Collection size increased due to spending more collection funds on e-media.
 - B. Monthly Issues - November and December 2018
Board reviewed the monthly issues reports. Two new regular volunteers started at the end of the year to assist with cleaning DVDs and books. Board mentioned that the library needs more younger volunteers to assist the Friends and other programs.
 - C. Compliment/Complaint Forms

Board reviewed compliments. Received compliments for the Storytime class, Baby Lapsit class, Homebound/Outreach service, and the library's great collection. Staff recognition was received for Jennifer Smart, Gary Johnson, Kim Schultz, and Jason Groth. Board reviewed suggestions/complaints. Suggestion was made to provide a book club kit list with genre designations. This will be done. Suggestion was made to provide a text option for Wowbrary. This is not possible as the service is provided by a vendor and they do not provide a texting option. Suggestion was made to use information from local schools to give library cards to children. This is not possible due to SLC acceptable identification policies. Suggestion was made to purchase the Hoopla service. Director has requested this as a service improvement for the 2020 budget year. Suggestion was made to continue subscription to Threads magazine. This will be done. Complaints received about the temperature of the Programming Center. This has been reported to the Facilities Department.

VII. Suburban Library Cooperative
No report

VIII. Friends of the Library

A. Bookstore Report

The 2018 bookstore sales were about the same as 2017. Board suggested working with DPW during their events to promote donating books to the Friends while they are Spring cleaning.

B. Quarterly Treasurer's Report

Friends are working with a new accountant to do their 990 for the IRS.

C. Friends Fundraiser

Friends will be doing the Customer Appreciation Week again in May. The Friends were discussing a fundraiser to sell bookmarks with the bear on them. Board suggested a children's t-shirt with the bear could be sold during Sterlingfest. Turgeon will investigate.

IX. Unfinished Business

A. Library Survey

Board reviewed survey questions and made some adjustments.

X. New Business

A. Election of Officers

Board determined that Chair and Vice-Chair positions were elected every two years. Frezza will remain as Chair and Berthet will remain as Vice-Chair.

B. Proposed Library Budget 2019-20

The Library's proposed budget is asking for a 2% increase. Special projects that the Director requested to be funded are to add the Hoopla service (digital ebooks / audiobooks / music / video), add 10 more wifi hotspots, and to add a FT Early Literacy Librarian. Budget meeting with the City Manager and Finance Director will be in February to determine what the proposed budget to City Council will include.

C. 2018 Library Volunteer of the Year

Motion to select Terry Hojnacki as the 2018 Library Volunteer of the Year was made by Frezza, supported by Berthet. Motion carried.

D. 2018 Library Staff Member Recognition

Motion to select Jennifer Smart as the 2018 Library Employee of the Year was made by Berthet, supported by Cozort. Motion carried.

XI. Adjourn

Motion was made by Cozort to adjourn, supported by Berthet. Motion carried. Meeting adjourned at 6:53 p.m.