

HAZEL PARK MEMORIAL LIBRARY
123 EAST NINE MILE ROAD
HAZEL PARK, MICHIGAN 48030

LIBRARY BOARD MEETING
MONDAY, JUNE 25, 2012 7:00 P.M.
THE MONROE ROOM

CALL TO ORDER:

The Library Meeting of the Hazel Park Memorial (HPML) Board of Directors was called to order at 7:01 P.M., by its President Sandra Pond, this Thursday evening, June 25, 2012.

BOARD OF DIRECTORS PRESENT:

Sandra Pond, President
Bob Peterson, Vice President
Linda Zeiss, Secretary
Michael Pyciak
Irene Zagar

BOARD OF DIRECTORS ABSENT:

Ed Bullock
(Unexcused)

IN THE AUDIENCE:

Chas Hayes,
HPML Computer Technician

DOROTHY PETERSON,
HPML CONTRACTUAL TRANSCRIPTIONIST

PUBLIC COMMENTS ON AGENDA ITEMS: N/A

ADDITIONS TO AND APPROVAL OF THE AGENDA:

Ms. Zagar found the Agenda acceptable, as well as Ms. Zeiss. The other three Directors were in agreement, 5-0.

APPROVAL OF MINUTES:

Due to the absence of one of the Directors, the Board members were unable to approve April's Minutes. The Directors were able to approve May's Meeting, and Ms. Zagar motioned approval and received support from Mr. Peterson. The remaining two Directors were in accord, 4-0. (Ms. Zeiss had to abstain because she was not present at that Meeting.)

DIRECTOR'S REPORT:

NOTE: A COMPLETE NARRATIVE OF THE DIRECTOR'S REPORT IS ATTACHED.

The Director placed the following monthly documents in each Board member's packet:

THE MONTHLY BUDGET REPORT, for May 2012
CIRCULATION REPORTS, for May 2012
JUNE 2012 INVOICES

Mr. Peterson motioned that the Board members "receive and file" the Director's Report. Ms. Zagar agreed, as well as the other three Directors, 5-0.

NEW BUSINESS:

1. Balance Transfer Request 2011-12

The Director explained the state of the Library's budget and the need for a budget transfer.

Ms. Pond motioned to approve her request and received support from Ms. Zagar. The other three members were in agreement, 5-0.

2. Employee Handbook Update

After a brief discussion, in regard to Number 39 which concerns safety in the Library, a minor change in wording was agreed upon, with a motion from Ms. Pond, and support from Mr. Pyciak. The remaining three Directors approved, as well, 5-0.

3. Overdrive

Ms. Keyser spoke on the benefits of the Library joining the program known as Overdrive, offered by The Library Network (TLN). As she stated, this would give HPML patrons access to eBooks and audio books. Mr. Pyciak opined that the cost of \$4,000 would be well worth the benefits. Ms. Zeiss agreed, as well as Ms. Zagar, who gave a second. The other three Directors were also in accord, 5-0.

4. Review of Overdue Fines for Books

After surveying what other libraries in the area are charging for overdue books, the Director wanted HPML to start charging 15 cents, rather than the 10 cents that had been charged.

Ms. Pond readily agreed, as well as Ms. Zagar. The remaining three Directors also felt it was time for an increase, all agreeing 5-0.

5. Incident Report—Theft of Donation Jar

The donation jar, which the Library kept on the Circulation desk, was stolen. Ms. Keyser directed the group's attention to a document from the Hazel Park Police Department, noting that the donation jar

was stolen. She stated, thanks to Mr. Peterson for "rolling" the coins in the jar a few days prior to the theft, the thief did not get much money.

Ms. Pond stated that the police report should be placed on file, and she received agreement from Mr. Peterson, as well as the other three members, 5-0

Old Business: N/A

Committee Reports:

1. Hazel Park Library Friends

Liaison Ms. Zeiss stated that the group concentrated on various means to raise funds. Another book sale was definitely in their planning.

PLANNING: N/A

BOARD MEMBERS' AND DIRECTOR'S COMMENTS:

Jessica Keyser:

She discussed fund raisers planned by the library.

Michael Pyciak:

He thanked Ms. Keyser's good management of the Library's budget.

Irene Zagar:

Stated, "It is nice to see Dorothy."

Linda Zeis:

She stated her displeasure because a Board member, Ed Bullock, elected by the people, has missed two meetings, which were unexcused.

Bob Peterson:

Stated that he concurred with Ms. Zeiss, stating that anyone that runs for an office has a certain responsibility to the people that put him in that office.

He also thanked Ms. Keyser and staff for staying within budget.

Sandra Pond:

She thanked Ms. Keyser for her diligence in staying within budget while providing excellent library services to the community.

(Library Board's Minutes of 6/25/12)

ADJOURNMENT:

Ms. Zagar motioned adjournment at 7:28 P.M. Ms. Zeiss agreed.