

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

MARCH, 2022 LIBRARY BOARD MEETING
MONDAY, MARCH 28, 7:00 P.M.
HAZEL PARK DISTRICT LIBRARY
(248) 546-4095

CALL TO ORDER

ROLL CALL

CONVOCATION: PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS ON AGENDA ITEMS

ADDITIONS TO AND APPROVAL OF AGENDA

APPROVAL OF MINUTES: 2/28/2022 Meeting

DIRECTOR'S REPORT:

- CIRCULATION REPORTS—FEBRUARY 2022
- PROGRAM STATISTICS--FEBRUARY 2022
- INVOICES—MARCH 2022

NEW BUSINESS:

- Proposal to reinstate Saturday hours, per Library Director
- Proposal to change Tuesday hours from 10:00-6:00 to 12:00-8:00, per Library Director
- Proposal to train and bond a library staff member (Randy Ernst Meyer) to become a Notary Public, per Library Director and President Duberstein

OLD BUSINESS:

- Revisit masking requirements for patrons and staff
- Proposal to add a non-voting teen representative to the Library Board, per President Duberstein

COMMITTEE REPORTS: Library of Things Committee, Strategic Planning Committee

PLANNING: Part-time Social Worker, Free Legal Aid Clinic with Judge Hartwell, DIA Mural Project

PUBLIC COMMENTS

BOARD MEMBER AND DIRECTOR COMMENTS

ADJOURNMENT

February 2022						
	JULY	AUG	SEPT	OCT	NOV	DEC
ILL REQ RE	798	780	1558	1456	447	348
ILL REQ SN	1202	2017	1103	1797	422	418
VOLUNTEER HRS	74	61	48	103	45	66
PATRONS CUR YR	3510	3244	2988	3013	3053	2943
PATRONS LAST YR	4093	4098	4130	3990	3978	3987
PROG ATTN 0-5	49	16	73	85	17	32
PROG ATTN 6-11	106	0	11	22	49	14
PROG ATTN 12 UP	55	97	42	134	67	57
PROG ATTN ADULTS	118	64	117	107	80	107
PROG ATTN TOTAL	328	177	243	348	213	210
ADULT PROGRAMS	0	2	5	5	5	6
TEEN/TWEEN PROGRAMS	3	5	3	5	3	3
JUVENILE PROGRAMS	7	8	7	8	7	6
GENERAL PROGRAMS	9	1	3	2	2	2
TOTAL PROGRAMS	19	16	18	20	17	17
ITEMS LKN CUR YR	73,484	73,515	73,818	73,814	73,849	73,786
ITEMS LNK LAST YR	81,242	81,249	79,391	78,584	77,476	77,670
CIRCULATION CUR YR	2,942	1,861	1,421	1,458	1,573	1,406
CIRCULATION LST YR	1329	1,348	1,694	1,214	1,122	1,097
CIRCULATION CHANGE	121%	38%	-16%	20%	?	?
OVERDRIVE CIRCULATION	508	473	434	472	396	404
HOOPLA CIRCULATION	163	143	156	138	155	169
MATERIALS CIRC TOTAL	3613	2526	2011	2068	2124	1979
FINES	\$49.00	\$6.00	\$21.89	\$28.49	\$6.00	\$1.00
PENAL FINES	\$28,996.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
STATE AID	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISC INCOME	\$2,799.85	\$2,888.10	\$10,658.28	\$1,156.86	\$16,853.55	\$753.77
TOTAL INCOME	\$31,845.80	\$2,894.10	\$10,680.17	\$1,185.35	\$16,859.55	\$754.77
....						
	JAN	FEB	MAR	APRIL	MAY	JUNE
ILL REQ REQ RECD	500	320				
ILL REQ SENT OUT	562	578				
VOLUNTEER HOURS	42	84				
PATRONS CUR YR	2879	2807				
PATRONS LAST YR	4009	4028				
PROG ATTN 0-5	22	30				
PROG ATTN 6-11	5	0				
PROG ATTN 12 UP	49	0				
PROG ATTN ADULTS	53	50				
PROG ATTN TOTAL	129	80				
ADULT PROGRAMS	4	3				
JUVENILE PROGRAMS	4	8				
TEEN PROGRAMS	8	0				
GENERAL PROGRAMS	1	3				
TOTAL PROGRAMS	17	14				
ITEMS LKN CUR YEAR	73,936	74,154				
ITEMS LKN LST YEAR	77,607	77,756				

INVOICES MARCH 2022

978 Baker & Taylor February 2022 Orders	\$661.26
978 Amazon (January 2022)	\$296.26
978 Library CC (2/22)	\$24.44
728 Amazon (January 2022)	\$253.44
728 Library CC (1/22)	\$4.22
728 Brodart	\$310.84
728 Demco	\$782.00
730 Library CC (12/21)	\$20.53
756 Amazon (1/22)	\$264.77
756 Library CC (11/21)	\$54.91
756 Library CC (12/21)	\$38.99
756 Library CC (1/22)	\$99.85
756 Library CC (2/22)	\$117.65
804 Library CC (10/21)	\$863.03
804 Library CC (11/21)	\$1,097.63
804 Library CC (12/21)	\$405.38
804 Library CC (1/22)	\$429.25
804 Library CC (2/22)	\$44.99
804 Amazon (January 2022)	\$56.42
818 Hoopla (February 2022)	\$314.61
818 Hoopla (January 2022)	\$277.51
818 Hoopla (December 2021)	\$326.03
818 Library CC (10/21)	\$34.98
818 Library CC (11/21)	\$246.97
818 Library CC (12/21)	\$34.98
818 Library CC (1/22)	\$94.98
818 Library CC (2/22)	\$295.50
827 Woodlands Library Cooperative	\$17.00
923 Consumers Energy due 3/17/22	\$1,927.30
931 Goyette	\$2,116.48
957 Amazon (January 2022)	\$90.00
957 Library CC (10/21)	\$25.60
957 Library CC (11/21)	\$25.60
957 Library CC (12/21)	\$25.60
957 Library CC (1/22)	\$71.20
957 Library CC (2/22)	\$35.60
958 Library CC (10/21)	\$229.98
958 Library CC (12/21)	\$100.00
975 Solar Solutions of America Inc.	\$29,577.32
982 Amazon (January 2022)	\$178.20
Total	\$41,871.30

HAZEL PARK DISTRICT LIBRARY
BYLAWS FOR THE LIBRARY BOARD OF DIRECTORS**
REVISED & APPROVED 8/30/2021

Article I

Ethics – Statement of Library Directors

Section 1. Name – This organization shall be called the Hazel Park District Library, existing by virtue of the provisions of Public Act 24 of 1989, with a Board of Directors exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

Section 2. Membership - The Library governing Board shall consist of seven Directors who are voting residents of Hazel Park, Oakland County, Michigan. Directors shall be elected as provided by the laws of the State of Michigan (MCL 397.211).

Section 2.a. Teen Representative. By a majority vote of the Board, up to two Teen Representatives, aged 14-18, may serve as ad hoc members of the Library Board for a one-year term to run from July 1 of the current year through June 31 of the following year. The Teen Representatives may be reappointed by the Library Board for a second one-year term. The Teen Representatives shall not be official members of the Board and shall not have voting rights but shall serve in an advisory capacity and are encouraged to contribute to the discussion of any matter that comes before the Board. The Teen Representatives shall be excluded from closed sessions. The Teen Representatives may be removed from this advisory position by a majority vote of the Library Board. 3.28.22

Section 3. Vacancies – In the event of a vacancy, the Board shall appoint a person to hold the vacant office until the next general city election. This appointment must be made by majority vote of the Board, as soon as possible, but no later than the second regular meeting after the vacancy occurs. The vacant position must be publicly posted and interested candidates must submit their resume and a letter of interest to be considered. Qualified candidates will be interviewed by the Board and the selected candidate will be appointed by a majority vote of the Board.

Section 4. Directors, in the capacity of trust, shall observe ethical standards with absolute truth, integrity and honor.

Directors must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the situation.

It is incumbent upon any director to disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.

Directors must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.

A director must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Directors must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

Directors who accept library board responsibilities are expected to perform all the functions of library board directors.

Article II

Officers

Section 1. Enumeration and Titles – The officers of the Board shall be a President, a Vice-President, and a Secretary.

Section 2. Nomination and Election – Nominations will be made from the floor. The officers shall be elected by a majority vote of the Board at their annual meeting, which is held every November.

Section 3. Term – Officers shall serve a term of one (1) year from the annual meeting at which they are elected and until their successors are duly elected. No officer shall serve longer than three (3) consecutive years in the same office, except that annual extension may be approved by a two-thirds (2/3rds) vote of the Board.

Section 4. Vacancies – Vacancies in offices shall be filled during a regular meeting after the vacancy occurs.

Section 5. Duties:

- a. **The President shall preside at all meetings of the Board, authorize a call for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.**
- b. **The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.**
- c. **The Secretary shall be responsible for keeping a true and accurate record of all meetings of the Board, and for the issuance of notices of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The Board will provide appropriate assistance for the Secretary at meetings as well as for the preparation of records.**

Article III

Regular Meetings/Notices

Section 1. Open Meetings/Notices – All meetings of the Board shall be open to the public and notice of the meetings shall be given in accordance with the provisions of P.A. 267 of 1976, as amended.

Section 2. Regular Meetings/Notices – The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting, a notice shall be posted in the library setting forth the dates, times and places of all regular meetings scheduled for the ensuing year.

- a. **Order of Business – The order of business for regular meetings shall include, but not be limited to the following items which shall be covered in the sequence shown so far as circumstances will permit:**

Call to order and attendance

Citizen comments on agenda items

Limited to three (3) minutes

Must state name and address

Approval of agenda

Approval of minutes

Director's Report/Financial Report, including approval of bills

New business

Old business

Closed session

Committee reports

Tabled items

Citizen comments

Limited to five (5) minutes

Must state name and address

Board member and Director comments

Limited to two (2) minutes

Adjournment

- a. **Rescheduled or Recessed Meeting Notice – The Board may reschedule or recess a regular meeting by simple majority vote. If a regular meeting is rescheduled, or if the schedule of the regular meeting is changed, the notice of such change must be posted within three (3) days after the Board voted to make the change.**

Notice of a rescheduled regular meeting, or of any meeting which has been recessed for more than thirty-six (36) hours, must be posted at least eighteen (18) hours in advance of the meeting.

Section 3. Special Meetings/Notice – The Board may call a special meeting by a simple majority vote. Notice of a special meeting shall include the purpose for which the meeting has been called and also state whether the meeting may include consideration of other library matters. Notice

of a special meeting must be posted at least eighteen (18) hours in advance of the meeting. The Board may recess a special meeting by a simple majority vote.

Section 4. Closed Meetings – The Board may call a closed meeting by a two-thirds (2/3rds) roll call vote of the members of the Board. Closed meetings may be called only for the purposes set forth in P.A. 267 of 1976, as amended.

Section 5. Annual Meetings – The annual meeting, which shall be for the purpose of the election of officers for the ensuing year, shall be held at the time of the regular meeting in November.

Section 6. Quorum – A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board. Said members must be present in person.

Section 7. Voting – An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.

Section 8. Minutes – Minutes of all meetings of the Board are required to be kept and must contain at least the following information: date, time, place, members present, members absent, decisions made, purposes for which a closed meeting is called and all roll call votes taken.

Minutes of the public meeting are subject to the following rules regarding public inspection:

- a. Proposed minutes must be available for public inspection not more than eight (8) business days following the meeting which is the subject of the minutes.
- b. Approved minutes must be available for public inspection not later than five (5) business days following the meeting at which they are approved.

Article IV

Library Director

Section 1. Appointment – The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. Duties – The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment, for the employment and direction of the staff, the efficiency of the Library’s service to the community, and for the operation of the library under the financial conditions set forth in the annual budget. The Library Director shall attend all regular and annual meetings of the Board. The Library Director shall submit to the Board a written annual report of the state of the Library in January of each year.

Article V

Committees

- Section 1. Appointment and Term** – The President shall appoint committees of one or more members for such specific purposes as the business of the Board may require from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.
- Section 2. Duties** – All committees shall make a progress report to the Library Board at each of its meetings.
- Section 3. Powers** – A committee shall have only advisory powers unless, by majority vote of the Board, it is granted specific power to act.

Article VI

Finance

- Section 1. Fiscal Year** – The fiscal year of the library shall be July 1 – June 30.
- Section 2. Budget** – The Library Director shall be responsible for the presentation to the Board no later than March of each year of a preliminary budget for the maintenance and operation of the Library for the ensuing fiscal year. The Board shall adopt a preliminary budget for presentation to the electorate at a public hearing. Following the public hearing, the Board shall adopt by resolution a final operating budget for the ensuing fiscal year.
- Section 3. Audit** – The Board shall authorize the annual audit of all library accounts by an independent certified public accountant.

Article VII

Parliamentary Authority and Amendments

- Section 1. Parliamentary Authority** – The rules contained in *Roberts Rules of Order*, newly revised, shall be the parliamentary authority governing all meetings of the Board to the extent practicable.

Section 2. Suspension of Rules – Any rule or resolution of the Board, whether contained in these Bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum of the Board shall be present and two-thirds (2/3rds) of those present shall so approve.

Section 3. Amendments – The Bylaws may be amended by a two-thirds (2/3rds) vote of the members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten (10) days prior to the meeting at which such action is proposed to be taken. Amendments shall become effective immediately following the approval of the Board.

****Adopted by the Hazel Park District Library Board of Trustees: 02/28/2008.
**Revised and adopted by the Hazel Park Memorial Library Board of Directors:
8/30/2021***

**Application for Student Advisory Trustee
for the Hazel Park District Library Board of Trustees
(Deadline: June 1)**

Young people ages 14-18 with current HPDL library cards are invited to apply to be Student Advisory Trustees on the HPDL Library Board. These positions are non-voting but the SATs are allowed to participate in discussions. For an email application, request one at the library or email cstocker@hazel-park.lib.mi.us. Applicants must also attend a Board meeting on either April 25 or May 23 and submit their findings and ideas. The top applicants will be invited to interview and then two SATs will be chosen from those candidates. The SAT position will run from July 1, 2022 – July 1, 2023. SAT members are required to attend HPDL Board meetings and provide written feedback to the Board and staff liaisons. SAT members must also attend HPDL programs when requested and help improve library services with feedback.

Name: _____ Age: _____
Library Card #: _____ Phone: _____
Address: _____
Email Address: _____
School Attending: _____ GPA Last Quarter or Semester: _____
Activities and Hobbies: _____

Community Service Interests and Projects: _____

What do you feel is a strong program or service that the library currently offers?

What do you feel you can contribute to the library board?

Please provide two references who are not family members and who can attest to your communication skills and dedication to community service.

Name: _____
Address: _____
Phone Number or Email Address: _____
Relationship to Applicant: _____

Name: _____
Address: _____
Phone Number or Email Address: _____
Relationship to Applicant: _____

The HPDL Library Board of Trustees reserves the right to terminate the position due to more than two unexcused absences or inappropriate conduct. Please email your application to cstocker@hazel-park.lib.mi.us or turn in your application at the library. I understand the terms of the position. I am not related to any HPDL employee or Board of Trustees member.

Signature: _____ Date: _____

