

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 17, 2001
34830 Potter Street, Memphis, MI Memphis Public Library

PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland,
Carol Plemmons and Sherrlene Snyder.
ASSISTANT LIBRARY DIRECTOR: Stanley Arnett II

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Faith Wormsbacher; Children Services Coordinator, Janet Rose; Community Relations Coordinator, Melissa Weston; Library Assistant II, Kathleen Wheelihan; Trish Arnett, Gretchen Krug, Liaison for Memphis City Council Eric Schneider and H.C. Snyder.

Community Relations Coordinator, Melissa Weston took pictures of the Board members for the Annual Report.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:35 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Plemmons and supported by Member Moran to approve the Agenda as amended to include a request by Vice-Chairperson to add to Review Director's Evaluation Form under New Business (a). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the March 20, 2001 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Millage invoices for March, totaling \$150,336.41 and the Regular invoices for March, totaling \$57,732.40 including the Branch Material Expenditure Report dated 04/10/01. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Moved by Member Moran and supported by Member Plemmons to accept the Financial Report as information. Motion unanimously carried. Noted by Vice-Chairperson Snyder, Director Warwick noted to her, he would like to continue to work on the budget report the board received reflecting an under spent budget. Possible of a future expense is software for Internet Filtering (Smart card), which is being checked into.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Noted by Assistant Director, Stanley Arnett there is a change in the Director's report (last page) the Annual Report Committee has decided not to publish an In-House Annual Report but will be publishing a Public Annual Report.
 - b) Department and/or Committees.
 - c) Other.
Moved by Vice-Chairperson Snyder and supported by Member Moran to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

- a) None

VIII. NEW BUSINESS:

- a) Review Director's Evaluation Form:

Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Director's Evaluation Form with the following changes: Additions: Administers an effective public relations program, making good use of the newspapers, flyers, informational handouts in the Library, etc; Demonstrates a thorough knowledge and understanding of the SCC Library System, analyzing its strengths and weaknesses; recommending policies, procedures and modifications in staffing and operations to the Library Board; Maintains an adequate knowledge of policies of libraries in general, current developments and future possibilities through professional affiliations, seminars and trade publications. Change text to read (category 4 line #3) Demonstrates an ability to plan actions for Library goals and objectives, also requested Library Director Warwick to evaluate himself to compare with that of the Board. Noted by Vice-Chairperson Snyder she would be willing to compile the information on the completed Director's Evaluations form from board members. Administrative Assistant, Kimberley Radatz will forward envelopes, two weeks after the May board meeting to each board member to be returned to Vice-Chairperson Snyder with Evaluations. Motion unanimously carried.

- b) Board Member Reports.

Member Plemmons – Visited Yale branch very busy and looking very well.

Member Moran – Asked for approval to purchase a sign for Capac, Branch Librarian Patsy Beischer to forward an estimate. Also noted things are going very well and staff is very satisfied with the new help at the Branch. Asked for an update on space management for the branches. No. (has concern with the books being purchased and where they'll put them). Received information from Senator Bonior's office regarding grants for space located beside the Memphis Branch, will forward to County Administrator, Troy Feltman to see which one would be more feasible and a possibility his office to write the grant for us. Spoke with Senator DeGrow's office their still pursuing grants for them. The City of Memphis's Chamber of Commerce has allocated approximate \$3,700 for the purpose of getting a museum going (space adjacent to the branch). Asked if there was any way the board could help with funding to help with the vacant space beside the branch. Vice-Chairperson Snyder noted that the board hasn't decided yet on how and which three branches will be reviewed. President Nowland asked about the surrounding areas for funding. Maybe something to look into. Member Moran noted that their thinking about setting up another Friends group for Memphis (maybe they could help)? Liaison for the Memphis Council Eric Schneider explained the City plans on allocating funds for a new roof for the branch and has already started installing new doors for the front. Vice-President Snyder noted, things that the board can help with if the funds are available, are paying utility bills and furniture, what the board can't pay for is the roof and furnace (structural items). This is something that needs to be discussed with the Director to work into next years budget if we could to pay part of the electrical bills in the 2002 budget due to us mandating longer hours, which mandates more services. Noted by Chairperson Nowland if this is done, this would have to be applied across the board with all branches. Will continue to pursue the grant. Member Moran noted that Capac needs a circulation desk. Vice-Chairperson Snyder noted for her to wait for the next wish list or contact Branch Coordinator, Peggy Guoin or Director Jim Warwick regarding the funds (maybe use funds out of the material budget).

Donna Burch – Visited the Marysville Branch several times, they have been very busy and all computers in use. Commented that their parking lot is not busy though on Friday nights and Saturday afternoon's, but sure this would change once everyone comes aware of the new hours. They also had quite a few displays on what the children have done. Vice-Chairperson Snyder thought maybe have coupons for free videos, this coupon would be used to check out videos on Friday/Saturday (a bonus for the new hours).

Vice-Chairperson Snyder – Noted she spoke with Yale Branch Librarian, Kaye Ray she's attended the Rural Library Conference and was happy with the conference and please that both the State Librarian and Assistant State Librarian were there. Main branch has been very

busy and looking good, the new shelves for books on tape, which goes all the way up the wall, are nice. The books sale scheduled during National Library Week was cancelled due to the weather. The next Friends group book sale has been scheduled for May 11th and 12th.

Chairperson Nowland – Visited the St. Clair Branch and noted Shawn Burg ran a golf tournament and the organization donated \$5,000 to the St. Clair Branch (picture in paper) very nice, thank you. Visited Algonac Branch during National Library Week, very well done had the Master Gardener giving out plants and all computers in use. Marine City had an Easter egg hunt, fun.

NEXT REGULAR MEETING DATE. Tuesday, May 15, 2001 at 6:30 p.m., located at the Capac Public Library, 111 N. Main Street, Capac.

IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:10 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

Stanley K. Arnett, Asst. Director/Secretary