

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, April 16, 2002
7097 Second Street, Lakeport, MI, Lakeport Book Depository
- PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Lynn Moran,
Dr. Fred Nowland and Sherrlene Snyder. DIRECTOR: James Warwick.
- ABSENT: None
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Children's Services Coordinator, Janet Rose; Community Relations Coordinator, Melissa Davis; Library Assistant II, Kathleen Wheelihan; Pre-Professional II, Brenda Arnold; Technical Systems Assistant, Jerilyn Brown; Grace Barga, Leon Blut, Dorothy (Toni) Brehler, Gretchen Krug, Patricia House, Jean Penninston and Caroline Sharo.
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Clement and supported by Member Moran to approve the agenda including an additional letter and two Customer Service Cards under VI. Communications. Motion unanimously carried.
- III. CITIZENS' COMMENTS: Mrs. Jean Penninston explained that she would like to see computer training courses at the Lakeport Book Depository. Vice-Chairperson Snyder explained that the problem would be is that you have to have telephone lines and this is very slow. Other Libraries use fiber. We don't have full use of this building it is hard to put computers here. Director Warwick explained that these computers would have to be bought in each time and taken away each time because of the limitation of the building. Can the Lakeport Book Depository be open one more day? Director Warwick, we can consider this for next year. Also asked about selecting books for Lakeport. Vice-Chairperson Snyder explained that the amount of hours that the facility is open reduces the amount of books that are here. Member Moran asked if they have people in town to show their support and maybe get a committee established to come up with ideas to expand the hours, get more space and have more telephone lines available for computer training courses?
Mrs. Dorothy (Toni) Brehler, asked if the Ft. Gratiot Library is built will the Lakeport Book Depository be closed? Director Warwick explained every person who has written him, he has replied back saying no plans to do that what so ever. Vice-Chairperson Snyder noted that if no one uses the Lakeport Book Depository because they're using the Ft. Gratiot Branch then yes it would be closed.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Clement to accept the March 19, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Moved by Member Moran and supported by Member Clement to accept the Millage invoices for March, totaling \$152,815.84 and the Regular invoices for March, totaling \$24,094.85. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Moved by Member Moran and supported by Member Clement to accept the Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report
Director Warwick explained the changes with the Circulation Policy, Library Card Application and the Parent's Choice Brochure (a guide available to parents for minor's use of the Internet and Entertainment Videos). Also noted the Library System will not be accepting any more International faxes due to the high expenses for this service. Faxing to Canada will still be continued. The Circulation Policy will be forwarded to Corporate Council for their review. Both himself and Administrative Services Secretary Kimberley Radatz will receive training on how to download reports from the Bi-Tech System. Also noted he is questioning the procurement card process but is willing to test it and wants to make sure that the Library is able to track the bills and know what invoices are being paid. Vice-Chairperson Snyder explained this is like an electronic transferred so we shouldn't have any problems with invoices being paid late anymore. Director Warwick also noted he sees it if they can get it to work a re-allocation of resources instead of having Financial Clerk, Cathy Kilbourn spending a lot of her time working on invoices. There's plenty of other work that Cathy will probably do. Director Warwick explained inside their packet is a draft of the St. Clair County Library System Material Selection Policy for their review, it can be discussed at their next meeting. Vice-Chairperson Snyder suggest changes to the St. Clair County Library System Request for Reconsideration of Library Materials Form because the form makes people feel guilty and should be more user friendly to ask for reconsideration of material. Member Moran asked Vice-Chairperson Snyder to send recommendations regarding this form to Director Warwick and then bring back to the Board.
- b) Department and/or Committees.
- c) Other.
Moved by Member Moran and supported by Member Clement to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) None

VIII. NEW BUSINESS:

- a) Policy for the Display of Informational Bulletins, Brochures and Posters.
The following corrections to be made and brought back to the Board for approval at the next board meeting. Removed under # 2 "i.e. correct spelling, neatness, etc." and delete a partial of the last paragraph "Requests for return of an item with name and telephone number of the person to be contacted should be written on the back of the article". Ok to purchase bulletin boards for branches that have space.
- b) Review Material Selection Policy.
- c) Approval of new ceiling, lighting and sliding door for children's room.
Moved by Member Moran and supported by Member Burch to purchase new ceiling and sliding door for the Children's room. Motion unanimously carried. Chairperson Nowland asked if there was anything else at the Main that needs to be done before we invite the County Commissioners on a tour? Director Warwick noted in the basement there are a few unfinished areas. Would like to create a new literacy area and move some equipment. Sometime in the future will need to look at the Branch Coordinator's area to see what they will be doing with this space. For the public area this would be the last major thing. Adult Services Coordinator, Allison Arnold is currently working on the ADA requirements for the water fountain area. Will have to add a few more lights in the front area of the basement. Member Moran asked if the Library is still considering the outdoor signage? Director Warwick noted they're considering the signage but have not started this process yet, also thinking to go with an architect to help with this because of the variance needed and the city codes.

- d) Approval of automatic entry & Vestibule door for Main.
 Moved by Member Moran and supported by Member Clement to approve the automatic entry and Vestibule door for the Main. Motion unanimously carried.
- e) Board Member Reports.
 Member Burch – Visited the Main Branch, looks beautiful and also looks so open! Visited the Marysville Branch in the evening, they were busy. Attended the County Commissioners meeting also attended the Children’s Coloring Contest during National Library Week and judged, everyone there was so nice.
 Vice-Chairperson Snyder – Visited the Main Branch a couple times this month. Attended the County’s Human Services Committee meeting, the Millage proposal was approved to be placed on the County Commissioners agenda and was passed to be placed on the August ballot by the County Commissioners. H.C. Snyder went yesterday to file the Millage Committee proposal, won’t know until the 14th of May which number it will have, likely it will have number 1 or could be number 2, moving forward. As of right now there is nothing else on the ballot.
 Chairperson Nowland – Had a chance to visit most of the Branches, everything is moving along, Algonac-Clay Branch has a new roof and Marine City also has a new roof. Branch Librarian, Kathy Lisco is setting up a meeting with the new City Manager. There was another write up in the paper on Harsen’s Island Library; this is a volunteer program. Watched Community Relations Coordinator, Melissa Davis and Library Director James Warwick on channel 6 “did a nice job”.
 Member Clement – Yale Branch had their Open House last night and was well attended. The lights are now well positioned and was funded by the Yale Library Board. Decorated the Children’s room, it has a welcoming atmosphere for the children. Will soon have to deal with the space issue.
 Member Moran – Did not have a chance to visit the Capac Branch, mentioned that the staff can call her anytime, have been really involved with the Memphis Grant writing project (this is a matching grant) with Branch Coordinator, Peggy Guoin. Things are going very well at the Memphis Branch and they have a good set of staff and they work very well together. Also noted the Branch is out of space and they’re keeping their fingers crossed that the grant is approved so they can utilized the space for their programs.

NEXT REGULAR MEETING DATE. Tuesday, May 21, 2002 at 6:30 p.m., located at the Lynn Township Hall, 7699 Speaker Road, Lynn Township.

- XI. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Clement to adjourn meeting. Motion unanimously carried. Adjourned at 7:34 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick, Director/Secretary