

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 15, 2003
2011 St. Clair River Drive, Algonac-Clay Branch

PRESENT: BOARD MEMBERS: Betty Clement, Randy Fernandez, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Lynn Moran

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Julie Alef; Assistant Branch Librarian, Eilien Stier; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Linda Aguinaga; Branch Librarian, Lois Kaufman; Branch Librarian, Gary Kupper; Branch Librarian, Kathy Lisco; Children Services Coordinator, Janet Rose; Clerk Typist I, Cathy Kilbourn; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Commissioner, Pamela Wall; Times Herald, Fred Woodhams; Dr. Fred Nowland and Diann Pellerito.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:41p.m. Chairperson Fernandez thanked Branch Librarian, Kathy Lisco and staff for having the Library board at the Branch and appreciates their hospitality and thanked the audience for coming. All members present except Vice-Chairperson Moran.

II. APPROVAL OF AGENDA: Moved by Member Praet and supported by Member Clement to accept the Agenda. Motion unanimously carried.

III. CITIZENS' COMMENTS:

Linda Aguinaga, Memphis Branch Librarian explained she's a little concern about the job bid for Branch Librarian at the St. Clair Branch. Who makes the decisions to change these job qualifications? Director Warwick explained that it's the Library Director and noted there have been a lot of discussions, received a lot of advance and were a lot of concerns. Chairperson Fernandez explained it is their role as a board to have the Director fill that position. Linda Aguinaga also explained she's concerned with the qualification changes for this position. The way it reads is that you have to have a four year degree but also understands that it's to justify the wage increase, but when will we (Librarians) see that and how is that going to help anybody who is already on the system? Member Praet said they have already spoken about this and thought that people who already had five, ten, fifteen years experience in the Library System should be looked at first before anybody who has a bachelor degree. Director Warwick explained that the educational requirements on the bid said two-year college degree and can be waived in terms of experience. Linda Aguinaga asked is there any reason that experience and on the job experience does not play a part in this? Director Warwick explained they're looking for a balance and has discussed with County Personnel, John Dean and experience is being considered. Chairperson Fernandez explained that the Library Board relies on Director Warwick and their Union will have to discuss the policy.

Jerilyn Brown asked for clarification, "that people with four years of school and people with experience will be interviewed people". Chairperson Fernandez explained its board's job to approve positions and as long at Director Warwick follows the County policy, that's how it works. Director Warwick also noted you have to look at the persons qualifications and then have to weigh the experience and education that this person has in order to determine if they qualify for the job, then you weed out those who are not qualified and weed them out further from there. Member Vernier asked for at the next meeting that the job qualifications be written down and also when did this procedure start and to include the County policy on hiring for different positions and to review this at the next meeting.

Chairperson Fernandez asked that they report back at the next meeting to what are the parameters for the County hiring policy in which the Library has to follow as being part of the County. Branch Coordinator, Peggy Guoin noted this job is being posted right now and there is a time limit and if the board wants to review we have already said it is in process and it would delay it a whole month. Member Vernier explained they're not going to change anything that is currently posted but we can make changes for the future. Director Warwick explained they may be reviewing things, but it will not stop the job posting and the process.

IV. APPROVAL OF MINUTES: Moved by Member Vernier and supported by Member Clement to accept the March 18, 2003 Regular Meeting Minutes as corrected including the correction under Member Praet Library Board Report (Leona Moran retiring in April and Jackie Fournier retiring in July). Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Member Clement to accept the Millage invoices for March 2003, totaling \$71,164.54 and the Regular invoices for March 2003, totaling \$6,723.78. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick explained that branch revenue is now included on the Regular Income & Expense Report. Did talked to the auditors and it appears that our Millage revenue will be down about \$80,000 and this includes the \$34,000 that was a loss due to the re-evaluation of Detroit Edison. Received a report on penal fines through March and to date we're about \$25,000 behind what we collected last year, so he is very cautious in terms of projecting where we're going to be at year end, State revenue will be down at least 6 ½%. We are currently 25% through the year and we're about 15%. Right now there are a lot of one-time expenses, the Library has not paid (health insurance, periodical payment etc.). Chairperson Fernandez reported there's a finance committee meeting at 6:00 prior to each board meeting and open to anyone who would like to attend. This committee was appointed and includes Director Warwick, himself and Member Vernier. Also explained he is not sure if the County or State is done cutting, it's still early and when they receive the audit they'll have a better understanding. Moved by Member Clement and supported by Member Vernier to accept the March 2003 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained they're still working on the Electronic Resource Policy. After this is complete they'll be reviewing the Circulation Policy. A study has been done on what it cost us to send out overdue notices and it appears the cost is much less than what we're collecting. We don't see raising fines in this area would be justified but could be discussed. Looking at the Patriot Act, received internal procedure from State Library. Will also be meeting with Randy Maiers (Community Foundation) on Wednesday with Community Relations Coordinator Melissa Davis to discuss getting on board. Has also discussed this with the Branch Librarians. Circulation for January and February has been down but this month is up. Will be continuing his branch visits and taking vacation time between now and next board meeting. Member Praet asked if he called the Library of Michigan regarding Richmond. "No" but basically what their saying is we could do it by contract currently trying to get a list of different factors together to discuss with the State Librarian (State Law Specialist) before placing the call. If this would come about there will be a lot of details that would have to be worked out and who is going to pay for what. Moved by Member Vernier and supported by Member Praet to receive and file the Library Director's Report as information only. Motion unanimously carried.

- b) Department and/or Committees.
 Chairperson Fernandez noted he appreciates the board reports and also asked if the problem with the virus in the computer lab at Algonac has been taken care of? Branch Librarian Kathy Lisco explained it has in a way, because they're thinking that the chip on the card is holding the virus and the patron doesn't know it, so there are other cards that are holding this virus.
 Technical Services Assistant Jerilyn Brown explained they think they have a solution, but the problem with the solution is that we're starting to lose our Gate machines.
 Chairperson Fernandez noted the Friends donation box was stolen at the Marysville Branch, now they have a mailbox with a lock. Also glad to see in the Yale report their Library Guardian is working. Member Praet asked what the Union's reaction was regarding the Pay for Performance? Assistant Director Stanley Arnett explained they want to wait and see because it is going to be tried with the Wage and Grade staff and if this works well the Union would have to negotiate this if their interested. Member Paret asked Adult Services Coordinator Allison Arnold what P.A.C.E.R. stands for? Parent and Child Education Resources it is a group of educators that got together and wanted to create a database or file cabinet with activities that were available to children and their parents (museum or a camp). Moved by Member Clement and supported by Member Vernier to receive and file Department and/or Committee communications as information only. Motion unanimously carried.
- c) Thank you notices:
 Ada Karg
 H. C. Snyder – Friends of the Library
 Brona Lee Watkins – Marysville United Methodist Seniors

VII. OLD BUSINESS:

- a) Memorandum of Understanding between St. Clair County & St. Clair County Library Board.
 Chairperson Fernandez thanked the members of the Board and Library Director Warwick for their time and effort that went into putting this document together. Member Vernier noted if the board decides to approve this document and forwards it to the County, it shouldn't be released unless the County says to release it because it should be accepted by them before it's released. Moved by Member Vernier and supported by Member Clement to approve the Memorandum of Understanding between St. Clair County & St. Clair County Library Board. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Requesting approval to fill Page position at Memphis Branch.
 Moved by Member Vernier and supported by Member Clement to approve the hire of a Page at the Memphis Branch. Motion unanimously carried.
- b) Board Member Reports.
 Member Praet – Visited branches during National Library Week. Everyone had something going on. G. Lynn Campbell Branch gave away pads of paper and glow pencils; pens etc. also had pick a joke of the day. G. Lynn always has a project going every week (welcome spring door handle). This week they were making a flowerpot and planted seeds for the children in the pot (had 24 openings and all filled and had a waiting list for this). May they're going to have a "Mother's Day Day" (pads of paper, something simple but the mother's will really like it). They are in the process of starting a new Friends group. St. Clair Branch during National Library Week had a contest going throughout the week and had drawings every day; their Friends group provided the prizes for the winners (their Friends group is very active). Sixty-Seven attended the "Pam Flowers" Art program and had "History of the Thumb" program and a jazz concert but there were so many people it was held at the First Congregational Church. Not sure if the Lapsit program will continue if the Millage proposal for Discovery Years doesn't pass (Discovery Years does the Lapsit program). Wait and see! Leona Moran retiring at the end of the month and Jackie Fournier retiring in July. Spoke with Branch Librarian

Vickie Hurley at the Marysville Branch. The Friends group made cookies for National Library Week goes over really big. Friends book sale scheduled for the first weekend in May. The new lighting that the City has installed has really made a difference. In June has contracted performer Joel Tacey to kick off the Summer Reading Program and also an antique appraisal.

Member Vernier – Thanked Branch Librarian, Kathy Lisco and staff for hosting the Library Board meeting. Visited Ira Branch on Saturday, they were very busy, also noted everything is going well at the other branches and does not worry about the operations of these branches because referring to their board reports things seem to be going well as far as operations are concerned. Complimented when visiting the branches they are clean and busy and also see smiles.

Member Clement – At the Yale Branch they were very busy for National Library Week, “Pam Flowers” Artie program went over huge, almost a 100 people attended. The Yale Library Board has asked the Yale Branch to put up a “Giving Tree”. On the “Tree” are leaves with items that the branch could use; a nice bookplate would be put on the item that was purchased. The Yale’s Friends Group has donated \$500 to purchase new factual books on different Countries for the younger children. They really appreciate their Friends groups. Asked why the System meetings are bi-monthly. Director Warwick explained it was due to cost reduction. Chairperson Fernandez noted once they receive the audit and things are fine, they’ll probably go back to having the meeting on a monthly basis.

Chairperson Fernandez – Thanked all branches for advertising National Library Week, visited the Main Branch, and noted he has a new library card with a chip! Attended the magician program on Saturday at the Main Branch. Thanked the private sector for advertising National Library Week (Palmateer Insurance and Real Estate Masters). Also expressed the Library Board does listen to your concerns and it’s a new board. Were made up of five entities; Board of Commissioners, County Administrator, Library Director, Library employees and Library Board and we need all five entities working together for the good of the citizens and if we can achieve that we will have a good Library System.

NEXT REGULAR MEETING DATE. Tuesday, May 20, 2003 at 6:30 p.m., located at Riley Township Hall, 13016 Belle River Road, Riley.

- IX. ADJOURNMENT: Moved by Member Clement and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 7:41p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary