

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 21, 2001
2011 St. Clair River Drive, Algonac, MI Algonac – Clay Public Library

PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland and Sherrlene Snyder. DIRECTOR: James Warwick

ABSENT: Carol Plemmons

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Contractual Computer Services Coordinator, Becky MacDonald; Library Assistant II, Kathleen Wheelihan; Technical Systems Assistant, Jerilyn Brown; and Gretchen Krug

Presentation on Library Guardian Software was presented at 6:00 p.m. by representative Mark McKeen and Steve Boyles.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 7:03 p.m. All members present except Member Carol Plemmons.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the Agenda as amended to include the consideration of the Library Guardian software under New Business (b). Motion unanimously carried.
- III. CITIZENS' COMMENTS: Gretchen Krug wanted to discuss the director's evaluation and to consider changing it. Ms. Krug noted after looking over the results of the director's evaluation one of the respondent put nearly all 6's on every question but in the portion on how the director manages the staff that was left blank. Chairperson Nowland noted there is certain areas of management where it's very difficult to evaluate. Some board members visit the buildings more then others. He noted it's not the board's responsibility to be mini managers. Ms. Krug also noted that 25% of the evaluation is on managing the staff but the staff is not allowed to have input in this process. Vice-Chairperson Snyder explained they are evaluating the Director for the first time in the history of the Library. The process may not be perfect but it was a step forward. Ms. Krug asked if the board would consider allowing the staff to have input in that portion of the evaluation and leave the management staff out of it? Chairperson Nowland explained at this time no, the responsibility is on the board. Board member Burch asked how Ms. Krug would suggest this be done? Ms. Krug suggested maybe have a committee with a board member and staff or come up with a form with a scale and where comments can be added if wanted. Vice-Chairperson Snyder explained this would have to be negotiated as part of either the new or extended contract. Vice-Chairperson Snyder said they could think about it, but it doesn't mean it's going to happen.
- IV. APPROVAL OF MINUTES: Moved by Member Burch and supported by Member Moran to accept the July 17, 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 Chairperson Nowland to accept the Millage invoices for July totaling \$49,249.57 and the Regular invoices for July totaling \$67,266.14 Motion unanimously carried.
 - b) Acceptance of Financial Report.
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Financial Report as information. Motion unanimously carried. Vice-Chairperson Snyder noted she had a concern with services and other (both Millage and Regular) were almost three-quarters through the year and were not with the money. Director Warwick noted we're currently working on this.

VI. COMMUNICATIONS:

a) Library Director's Report.

Trip to conference in Maryland was extremely insightful. Director Warwick updated the board regarding the TLN computer room and noted he wasn't really looking at the computer equipment in the room but what other equipment is in the room (overhead, projector, screen, monitors furniture). Currently waiting for Michael Deller to contact him to discuss further. Vice-Chairperson Snyder said if we could purchase the equipment cheaper then what it's being offered if so we should purchase it. Director Warwick to contact Michael Deller to discuss the interest in other equipment and not the computers. Chairperson Nowland introduced the new contractual Computer Services Coordinator, Becky MacDonald. Vice-Chairperson Snyder noted she's doing a wonderful job. Vice-Chairperson Snyder noted the budget request for 2002 for a new Page was a good suggestion.

b) Department and/or Committees.

c) Other.

Moved by Member Moran and supported by Member Burch to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) Review of 2002 Budget.

Director Warwick thanked Administrative Services Secretary, Kimberley Radatz for doing a tremendous job in compiling all the data and doing the primary work on the 2002 budget. Also noted that Kimberley Radatz noted she found it to be quite easy to input the budget this year on-line in the Bi-tech system. Director Warwick explained that we were very conservative in the projection of the revenue. Penal fines were increased to \$660,000 for 2002, after receiving this month's report it was noted that the Library would be receiving \$884,000. The appropriation was not increased. The Millage revenue was based on projections. The reserve funding will include the start up cost for Ft. Gratiot the amount of \$290,480. This will also include a start up collection. Also included is the wish list, totaling \$33,522 and the Technology area to include software programming for the Horizon and 37 computers (replacing 1/3 public service access computers), total reserve amount \$402,002 assuming if Ft. Gratiot is approved. Vice-Chairperson Snyder noted in November the Library would need to take another look if it's not approved. Director Warwick noted if it were not approved he would recommend doing a quicker replacement of the public service access computers. Chairperson Snyder noted she thought the Library was keeping double gift or Library books in storage because they're already cataloged for Ft. Gratiot. Director Warwick explained the request for additional staff for the 2002 budget and the additional staffing request for Ft. Gratiot. Director Warwick noted the funds for the Ft. Gratiot salary would be transferred into the material budget if not approved. The expenditures were based on 6 months of expenditures for this year and also will notice a lot of shifts between Millage and Regular accounts due to the reduced revenue in the Regular account in order to balance. A total of \$200,000 was cut out of library material in order to balance after Stan Arnett, Lorraine Dares, Kimberley Radatz and Jim Warwick reviewed each line item various times. Director Warwick asked if there were questions or changes to recommend for this budget. Moved by Vice-Chairperson Snyder and supported by Member Moran to support the proposed 2002 year budget forwarded to the County. Motion unanimously carried. Chairperson Nowland commended that this has been the best handle he has seen in sometime of where the Library is. Vice-Chairperson Snyder also noted it was very understandable. Director Warwick also noted sometime in September they would know how the County feels about the EOC building and they could by a resolution dedicate funds toward this project.

b) Director's contract.

Chairperson Nowland explained that Director Warwick was to put a packet together then present to Corporate Council for review and bring back to the Library board for their review and approval. Moved by Vice-Chairperson Snyder and supported by Member Moran for the board Chair to begin the contract negotiation process formally and meet with the Director and Corporate Council to review the current contract and recommend to the board any changes at the next meeting. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Requesting for approval 3M self-check.
Moved by Vice-Chairperson Snyder and supported by Member Burch to purchase a 3M self check upon approval of the Ft. Gratiot. Motion unanimously carried.
- b) Library Guardian.
Moved by Vice-Chairperson Snyder and supported by Member Moran to ask administration to begin negotiation a contract to bring back to the board and recommend what levels they should purchase. Motion unanimously carried. Chairperson Nowland noted he would like to see a presentation be done for the County Commissioners further down the road.
- c) Board Member Reports.
Member Burch – Visited Marysville and asked Librarian Vickie Hurley how Saturdays were coming, she noted they were originally slow but now it's like other days. Also talked about restricting the amount of time for children to be on the computers.
Member Moran – Asked if Library Designs has visited any of the branches yet. Director Warwick replied no, Stan Arnett is working on this. Things are going real well in Memphis, Judy Waver was hired and working out very well. Twenty kids were in the Memphis festival parade carrying the Library banner. Circulated the survey during the festival and had quite a few people complete them and noted they were short and to the point. Would like to thank Peggy Guoin because she has been so instrumental in putting this survey together and thanked Community Relations for providing promotional items and bringing the banner to Memphis.
Vice-Chairperson Snyder – Visited Yale and was very pleased that they had over 300 people sign up for the Summer Reading program (95 teens involved in the program). Also suggested that the branch thank the community for their support. Visited Memphis and saw the new shelving looks really nice. Member Moran noted that Branch Librarian Linda Aguinaga assembled the new shelving herself and she has already made great stride in reorganizing in getting ready for new books. Directed Linda to see Peggy Guoin should she need help in selections. Visited the Main branch various evenings, working on weeding the Friends sale collections. Computers are always busy and will also be happy to see the Guardian system working and to institute some of the policies already in place for the Internet and maybe we might want to consider some other limitations with the software.
Chairperson Nowland – Visited Algonac-Clay, Marine City and St. Clair everything is moving along, the circulation keeps getting higher.
Member Moran noted that Patsy Beischer, Branch Librarian at Capac found someone to build the sign for them, this individual has did quite a few signs in Memphis and the pricing is good.

NEXT REGULAR MEETING DATE. Tuesday, September 18, 2001 at 6:30 p.m., located in the Gilbert – Wilcox meeting room at the Main Library, 210 McMorrان Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Member Burch and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 8:11 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary