

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 20, 2002
210 McMorran Blvd, Port Huron, Main Library, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Dr. Fred Nowland and
DIRECTOR: James Warwick.

ABSENT: Lynn Moran and Sherrlene Snyder

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Children Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan; Pre-Professional II, Brenda Arnold and Gretchen Krug.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present except, Vice-Chairperson Snyder and Member Moran.

II. APPROVAL OF AGENDA: Moved by Member Burch and supported by Member Clement. Motion unanimously carried.

III. CITIZENS' COMMENTS: None

IV. APPROVAL OF MINUTES: Moved by Member Clement and supported by Member Burch to accept the July 16, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.
Moved by Chairperson Nowland and supported by Member Clement to accept the Millage invoices for July, totaling \$139,177.68 and the Regular invoices for July, totaling \$14,177.24. Motion unanimously carried.

b) Acceptance of Financial Report.
Moved by Member Clement and supported by Member Burch to accept the Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.
Director Warwick attended the Burtchville Township Hall meeting and noted they have a community there that seems to be very supportive of library services. Director Warwick reported to the Township that the Library had in next years budget an addition 8 hours for their facility for next year. The bigger part of the agenda for that night was the fact that they were interested in what it would take to form a library in their community. Director Warwick explained the start up cost budget for the Ft. Gratiot Branch and noted what the current budget picture looks like for the end of next year, which means we have some financial difficulties if we are going to try and provide two more branches and suggested maybe for them to work with Ft. Gratiot and also noted there is also a loop hole for the CIP Plan and the budgeting process which would take at least two years and suggested they form an advisory committee (to include citizens) to start looking at it and also maybe get a Friends Group together to improve things in their current facility and raise money, publicity and planning. Branch Coordinator Peggy Guoin needs to work with the Burtchville Township in terms of what we can do to make the current facility last. Member Clement noted she was very pleased with the turn out with the Summer Reader Program. Chairperson Nowland complimented Director James Warwick and Administrative Services Secretary Kimberley Radatz that they did a great job and also noted it was the best budget he has seen going back through old library budgets, really

please to see it, it's readable! Director Warwick noted the bulk of the really dedicated crunching of numbers that takes a tremendous amount of time was certainly Kim's major contribution to this. Director Warwick noted he included in the board packet a copy of votes by township for the Millage election and a copy of the current registration statistics.

b) Department and/or Committees.

c) Thank you notices.

Friends of the St. Clair County Library

Veronica Ruck, G. Lynn Campbell

Moved by Member Clement and supported by Member Burch to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) Update on 2003 Budget.

Director Warwick explained the documents they received tonight outlined things a little clearer, these documents explains how we look compared to last year. In all, the Library budget is up a little bit from past budgets. The budget has been submitted but corrections can be made, and also to note next years budget will be tight and hopefully can start easing up as the access evaluation increases in the next up coming year. Director Warwick noted they were very ambitious when they first did the budget in terms of adding positions but now had to cut it back. Director Warwick noted he'll be giving an update to the County tomorrow night using the Power Point Presentation at their Committee meeting. Moved by Chairperson Nowland and supported by Member Clement to adopt the update budget for 2003 which has been submitted to the County.

b) Update on Policy's

Bulletin, Brochures, and Posters Policy

By-Laws

Circulation Policy

Material Selection

Director Warwick explained that Corporate Council has not reviewed the policies yet, will call tomorrow for an update. Policies will be on next month's Library Board meeting agenda. The Annual Report was published in the Times Herald and everyone receive a copy of the annual report in their board packet. Director Warwick complemented Community Relations Coordinator, Melissa Davis for suggesting to place the Annual Report in the newspaper and not to include it in the newsletter, good suggestion.

VIII. NEW BUSINESS:

a) Board Member Reports:

Member Clement – Summer Programs was received very well and attended well. Asked why the teen participation was so high, “believes that their increase was do to the auction (different format in rewarding the readers and that the program was on an individual basis). Received a lot of donations for the programs. Also noted libraries are so busy compared to what libraries use to be due to programs and facilities and different activities that the Librarian's provide.

Member Burch – Visited the Marysville Branch and the Main Branch, and still so amazed with the Main Branch, so bright!

Chairperson Nowland – Visited the Main Branch the last two weeks, so bright and also noted he spoke with staff and both are looking forward in receiving the new sitting chairs. Visited the Ira Branch, they are very pleased with their new employee, Kimberly Bates. Staff is also looking forward to the Libraryguardian this should help the staff.

The Algonac – Clay Computer Lab was lined up again. Director Warwick explained currently only one branch has Libraryguardian installed.

NEXT REGULAR MEETING DATE. Tuesday, September 17, 2002 at 6:30 p.m., located at the Main Library, 2nd floor meeting room, 210 McMorran Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Clement and supported by Member Burch to adjourn meeting. Motion unanimously carried. Adjourned at 7:09p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick, Director/Secretary