

**ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING  
MINUTES**

- TIME & PLACE: 6:30 p.m. Tuesday, February 20, 2001  
210 McMorrان Boulevard, Port Huron, MI Gilbert-Wilcox Meeting Room
- PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland, Carol Plemmons and Sherrlene Snyder. LIBRARY DIRECTOR: James Warwick
- ABSENT: None
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Children Services Coordinator, Janet Rose; Computer Services Coordinator, Gary Starski; Technical Systems Assistant, Jerilyn Brown; Preprofessional II, Brenda Arnold; Gretchen Krug and H. C. Snyder
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Plemmons and supported by Member Moran to Approve the Agenda including the addition of TLN's Plan of Service (under New Business (e)). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Moran to accept both the January 16, 2001 Regular and Special Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.  
Moved by Member Moran and supported by Member Plemmons to accept the Millage invoices for January, totaling \$45,922.26 and the Regular invoices for January, totaling \$66,981.81. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Noted by Director Warwick, the board will not be receiving a Financial Report at tonight's board meeting, due to reporting problems. Vice-Chairperson Snyder asked for totals of salaries and normal expenses for the month if a financial report is not available at future board meetings. All in favor.
- VI. COMMUNICATIONS:
- a) Library Director's Report.  
Director Warwick noted Assistant Director, Stanley Arnett would be back to work March 1<sup>st</sup>, will be working on Long Range Plan, Goals and Activities.
  - 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) Discussion on Long Range Plan.  
Director Warwick reviewed background data for the Long Range Plan:

#### Telephone Survey Results:

Director Warwick noted he was pleased with the results to question 1. "How important is it for the community to have a quality public library?" The response was 91%. He is concern with the response to question 2. "Do you currently use the public library system in St. Clair County?" Response was 48%, reviewing these responses it shows a need for revising or developing a marketing plan. Vice-Chairperson Snyder expressed she also was happy with the responses on the surveys but noted we need to look real close at these results when setting priorities due to the survey being eschew (the Telephone Survey excluded people under 18 years of age and the In-House Survey excluded non-users generally).

#### Focus Group and Personal Interview Summary:

Director Warwick noted he was surprised by a comment that many responses mentioned that they felt the libraries are pitifully under use when our circulation report shows we're up by 25% in January and last year up by 8% (felt the libraries were doing good). Chairperson Nowland noted he was pleased to see the information that was received out of the meetings (everything was on the upside).

#### Library User Survey Compilation:

Noted by Director Warwick he felt the comments that were provided were very helpful broken down by branch and also noted Branch Coordinator, Peggy Guoin is visiting the branches in distributing this information to them so they can look at their own individual area. Director Warwick noted he felt that the information provided on this survey provided the most of what the library objectives should be. He commented on the publicity channels, in which the calendar received the highest response in what were most likely to reach them. He also felt the results for the Library Link newsletter received an excellent rating (thought it would be lower because only one issue has been out before the survey) but was surprised at the low rating of the Times Herald.

Recommendation would be to shorten the Director's message and also change the wording of three-year plan to four-year plan.

#### Core Values and Guiding Principles:

Director Warwick noted this document defines the local librarians opinion, recommendation to reword to flow easier in detail if to be used as an outside document if not then no changes are required.

#### Mission Statement:

Reviewed and discussed both proposed mission statements. Final mission statement approved is "The mission statement of the St. Clair County Library is connecting you to the world of information." An option would be to add below the mission statement a sub-paragraph to define the statement in detailed. A suggestion for an objective for the Long Range Plan is to note under the Marketing plan is to develop a logo (maybe a contest including a note that your logo might not be used).

#### Service Responses of the Public Library to the Community of St. Clair County:

Noted by Vice-Chairperson Snyder the Service Response document looks good.

#### A Summary of the Process:

Made correction to document to reflect two directors were hired and not three.

#### Goals and Activities for 2001-2004:

Director Warwick noted the staff would define the objectives more clearly including the need for a logo statement and also to include dates when we plan on doing this.

Director Warwick noted that in his opinion the Goals and Activities needs to be revisited at least on an annual basis for the Library Board to access progress or possible changes.

- b) Update on Branch Agreement (telephone bills).  
Director Warwick noted that all governmental units has been contacted and they either already have sent the amended agreement or in the process of sending it. This item can be removed from the agenda.
- c) Update on Internet Policy.  
Have not received an update on the Internet Policy from Corporate Council.
- d) Update on Computer Lab Policy.  
Policy has been reviewed by Corporate Council and sees no problem with policy. Policy stands as adopted by board.
- e) Library Director's Goals and Objectives.  
Director Warwick reviewed his prioritized director goals and objectives and noted the items that are not important may drop depending upon circumstances. Noted by Vice-Chairperson Snyder to Director Warwick these are things that he hopes to do and not necessary be accomplished.

VIII. NEW BUSINESS:

- a) MLA/ALA Membership renewal (board members/department head).  
Moved by Vice-Chairperson Snyder and supported by Member Plemmons that all Board Members and those Department Heads authorized by the Director may have paid memberships in the American Library Association "ALA" including Public Library Association "PLA" with its trustee newsletter and as well as membership in Michigan Library Association "MLA". Motion unanimously carried.
- b) Discussion on computers for board members.  
Director Warwick noted the County Board has authorized all County board members to receive a computer for access to information at home. He asked if the board would be interested in this as a way of communication? Vice-Chairperson Snyder noted the only problems she sees is having service on the computers if needed and the western area not able to have access. The Library may have to pay the commercial fee to allow the board to have access to the provider. Member Plemmons asked if the board would table this issue to the next month board meeting to see how feasible this is. Member Moran asked what would be the benefits? Director Warwick noted the board packets would not be mailed through the post office anymore, it would be sent through electronic mail. Vice-Chairperson Snyder also mentioned they would also be able to access information from TLN's more easier and it connects you with other services and broadens your vision. Member Moran noted she has concerns if the computer is not working they wouldn't have access to their board information, feels comfortable as they are. Moved by Vice-Chairperson Snyder and supported by Member Plemmons to table discussion on computers to the March 20, 2001 board meeting. Motion unanimously carried.
- c) Reappointment of board member.  
Chairperson Nowland welcomed Donna Burch back as a board member. All board members expressed how happy they were that she's doing well and that she is back as a member.
- d) Requesting approval for computers from Gateway (conversion to Horizon System).  
Moved by Vice-Chairperson Snyder and supported by Member Moran to authorize the purchase of computers from Gateway for the conversion to the Horizon System. Motion unanimously carried.
- e) TLN's Plan of Service.  
Director Warwick explained the revision of the TLN Plan of Service and also asked for the Board's approval on the Plan of Service before sending in the ballot.  
Major changes to the TLN Plan of Service:  
Reduce Class VI libraries by one board member and give that seat to a board member representing the Shared Automation System Users Group.  
Elect board members in place of appointments by local libraries.  
Create a new section for Associate Membership removing it from the full membership section.  
Move Reciprocal borrowing to the Appendix.  
Make wording consistent throughout the document.  
Moved by Member Plemmons and supported by Vice-Chairperson Snyder to recommend the approval of the TLN Plan of Service.

f) Board Member Reports.

Vice-Chairperson Snyder – The Main Library has been busy and has been working with the Friends of the Library sorting material for their book sale. Ran into a friend who visited the library and commented on how many people were at the library and also was surprised on the different ages. Did well on the book and print sale, the next Friends book sale is scheduled to be during National Library Week. Sherrlene and her husband H.C. have volunteered to be a reader during “March’s month is for Reading” at the Art Van Furniture store (Art Van will donate \$200.00 to the Library for them volunteering their time to read to the children on March 24 from 1 - 2), also during this time there may be a mini Friends book sale.

Member Burch – Took a tour of the Yale Branch, they were busy. Complimented the staff on how nice they were, also for them being so good to a four year old, her first time visiting a library. Very impressed with the programs they were offering and noted they have a very eye catching display case. Had a nice visit at the Capac Branch, the staff was so wonderful. It was mentioned how they need more room and also how pleased they were with the ways things are going. Went to the Memphis Branch but they were closed and visited the St. Clair Branch.

Member Plemmons – Talked to Yale today, they were very busy and happy. Visited the Capac Branch every computer was in use, very busy.

Member Moran – Visited the Capac Branch this afternoon they were busy as well as all the computers in use. Asked if there was anything that could be done about not having a sign for Capac? Director Warwick noted when the wish list were done and approved, a sign wasn’t on the list; maybe they can do something closer to the end of the year if the budget permits. Vice-Chairperson Snyder suggested maybe check with the Capac Friends to see if they can purchase a banner. Member Moran will check into. Both Memphis (59%) and Capac (42%) were both up in circulation. Very amazed to see they still can move around in Capac after installing the new computers, both Capac and Yale are both hurting for room. Memphis Library Board is still trying to figure out how they can obtain the other half of the building.

Member Moran asked if there is a grant available to help construct this portion of the building? Director Warwick noted there is no State funding for construction available. Vice-Chairperson Snyder noted there is something called a Tri-County Foundation but wasn’t sure if it would cover construction, a suggestion is to contact Kathleen Wheelihan. Another source would be to contact the local United Way, local Community Foundation and or the CBG (Community Block Grant), which would be very appropriate.

Chairperson Nowland – Visited the Algonac–Clay Branch they now have a waiting list, which goes back two or three times for computer classes. Marine City Assistant Branch Librarian, Eileen Stier said last Saturday they had around 250 people that visited the library and 15 new patrons received library cards.

NEXT REGULAR MEETING DATE. Tuesday, March 20, 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 Vice-Chairperson Snyder and supported by Member Plemmons to adjourn meeting. Motion unanimously carried. Adjourned at 8:18 p.m.

Respectfully Submitted:

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Dr. Fred L. Nowland, Chairperson

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James F. Warwick, Secretary/Director