

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, January 15, 2002
210 McMorran Boulevard, Port Huron, MI, St. Clair County Main Library

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

ABSENT: Betty Clement

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children's Services Coordinator, Janet Rose; Community Relations Coordinator, Melissa Weston; Library Assistant II, Sharon Smith; Library Assistant II, Kathleen Wheelihan; Markel Briones, Thorpe Printing and Gretchen Krug

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:32 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the agenda with the change of moving Logo/Card Design presentation after Citizens' comments. Motion unanimously carried.
- III. CITIZENS' COMMENTS: Gretchen Krug explained she did not see the June and August minutes on the web and wondered why this was? Warwick noted he wasn't sure, but also noticed that others were missing and had asked for them to be put on and didn't go back to double check to see if they were on. Ms. Krug mentioned when she read that portion of the minutes it really didn't reflect what we discussed entirely at that meeting. Director Warwick noted normally minutes don't have to reflect everything that is said and that minutes only need to reflect business that is conducted at the meeting. Ms. Krug said they don't have to reflect verbatim but should reflect the gist of the conversation. Looking at the September minutes where it said moved by Chairperson Snyder and supported by Member Moran to approve the minutes as presented and if they weren't accurate why did they approve them? Vice-Chairperson Snyder noted they thought they reflected it enough or they would not have approved it. Chairperson Nowland noted if they recorded and printed the minutes of everything that was said at a board meeting it would probably be 20 to 30 pages long. Noted by Vice-Chairperson Snyder that our minutes are always summaries. Ms. Krug true, but when you leave out a vast portion of what was talked about she doesn't see that was reflected. Vice-Chairperson Snyder noted we will have to agree to disagree. Ms. Krug ok.

Director Warwick explained after meeting and working with two different firms on logos for the Library System we have a recommendation. Markel Briones, Senior Director at Thorpe Printing gave a presentation on a recommended logo to the Library Board. After reviewing logos and discussion it was moved by Member Burch and supported by Member Moran to accept the logo as presented with the continuation to work on a letterhead design and also gave approval to go forward with ordering the Library cards. Motion unanimously carried.

- IV. APPROVAL OF MINUTES: Moved by Member Burch and supported by Member Moran to accept the December 18, 2001 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Moran and supported by Vice-Chairperson Snyder to accept the Millage invoices for December, totaling \$288,514.67 and the Regular invoices for December, totaling \$136,463.83. Motion unanimously carried. Noted by Director Warwick the Financial Report is not necessary accurate because the County is not caught up with invoices not only from us but other departments, we will be able to see what has been spent after the audit report.

- b) Acceptance of Financial Report.
Move by Vice-Chairperson Snyder and supported by Member Moran to accept the Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick invited the Library Board to look at some of the staff areas, also noted the compact shelving will begin to be installed next week, he noted that the staff did a wonderful job in planning and getting everything together. Circulation is the highest we had for any single month 33.60%. Friends combined meeting will be this Thursday night at 7:00 located at the Marysville Branch, will be discussing the Millage. Visited the Ira Branch, had structural damaged to an addition on the building. Branch Coordinator Peggy Guoin noted the damage has been fixed and will open tomorrow morning. Also noted that in the January 2002 (Vol. XIX #7) Access Newsletter published by the Library of Michigan they mentioned our Library Mitten Tree. Kaye Ray will be giving a presentation on selecting Mystery titles at tomorrow's Systems meeting. Horizon will be taking place January 22nd. Received a call yesterday that Sam's Club donated \$1,000 for the Library's Literacy project, will be going to accept the check. Complimented the Capac Branch, they had over 400 people attend their Santa program.
- b) Department and/or Committees.
- c) Thank you notices from:
 - Indian Woods Elementary School
 - John & Donna Loy
 - Kevin and Amy Banker, Old Town Historic District
 - Study Committee
 - Metropolitan Planning Commission

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

VII. OLD BUSINESS:

- a) Update on Long Range Plan.
Director Warwick provided a copy of the developed administrative plans of different departments. One item to work on is an assessment of the expanded hours; maybe do a survey to see if the expanded hours were successful. Vice-Chairperson Snyder noted the survey might be an expensive way to tell if the expanded hours were a success or not, but maybe if the system can tell us how many books are being checked out during the new hours, this may be another way to check. Director Warwick noted referring to his analysis that there are still some areas where we need to move forward on, there have been some things (building, carpeting, Program Base Budgeting) that have slowed down the process. The LibraryGuardian will be the next item to move forward on and Circulation policy.
- b) Extra telephone line for Branches.
Moved by Vice-Chairperson Snyder and supported by Member Moran to table the request for an extra telephone line to the February Library Board meeting asking for additional information on a 1 year contract with McLeod. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Fiction shelving – Main Branch.
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the proposal for the design and move forward. Motion unanimously carried.
- b) Staff Evaluation process.
Director Warwick asked for endorsement on the evaluation process proposed by consultant Char Ezell after explaining the staff evaluation process is where each department head would complete an evaluation on the employee and the employee would also complete an evaluation on themselves. Vice-Chairperson Snyder asked to hear further information on the process. Director Warwick will contact Char Ezell to schedule a presentation on the staff evaluation process.
- c) Board Member Reports.
Chairperson Nowland – Have been busy the last few weeks, visited most of the Libraries and attended a staff meeting also noted he can't believe what joy goes on at each library.

Exciting! Spoke with Lois Kaufman at the Marine City Branch, she explained that the City closed the Roller Blade Park.

Member Moran – Memphis Branch coming along very well, the staff working out well but recently lost a staff member. Met with consultant Char Ezell who is helping the Memphis Library Board in the process of attempting to obtain the additional space in the building we are habitating. Capac Branch going well also, had a great Christmas and success with their programs, looks beautiful the way they rearranged things with the computers, it just looks like a different library. Mentioned to Melissa Weston, she received the packet of pamphlets but don't have a storefront for their Chambers so they were given to the City Clerk where they can be passed out there, further info can be given to the Clerk. Also wanted to mention to Gretchen Krug that she thinks that us going to system meetings is really an important thing and one who has neglected in doing that because we all get so busy, but do agree it very irreverent thing for all of us to do so we can be in tuned with what's going on here and will make an appoint in doing every month. Also noted with the evaluation process you can see we're moving forward with someone who is enlighten with this area.

Vice-Chairperson Snyder – Visited all libraries this month, fun day, Capac Branch looks really great only suggestion she has is that the sign over the Spanish computer be in Spanish (working on it). The Yale Branch looks great the new shelves look lovely and noted having Kaye Ray doing a presentation on selecting Mysteries is wonderful. Enjoyed G. Lynn Campbell Branch, keeps telling them it's the best little Library in Michigan because their just packed in there. Visited Lakeport, and asked Director Warwick what is the possibility of having a rental collection at this location. Asked Melissa Weston because some of the branches (Ira and G. Lynn) are interested in having a Friends group maybe have a sign up sheet to help try and get this going for them.

Member Burch – Visited the Yale Branch, very impressed as always, also noted its so nice when you walk in and have someone standing right there to greet you also impressed with the programs for adults (Leisure Art Series, Scrap Books, Mystery Project, Trust & Will, State Planning for taxes). Likes their new shelving and benches.

NEXT REGULAR MEETING DATE. Tuesday, February 19, 2002 at 6:30 p.m., located at the Main Library, 210 McMorran Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Moran and supported by Vice-Chairperson Snyder to adjourn meeting. Motion unanimously carried. Adjourned at 6:43 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary