

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, July 17, 2001
310 S. Second Street, St. Clair, MI St. Clair Public Library
- PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland and Carol Plemmons. DIRECTOR: James Warwick
- ABSENT: Sherrlene Snyder
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Children's Services Coordinator, Janet Rose; Computer Services Coordinator, Gary Starski; Library Assistant II, Kathleen Wheelihan; and Gretchen Krug
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:35 p.m. Noted Vice-Chairperson Sherrlene Snyder would be absent tonight.
- II. APPROVAL OF AGENDA: Moved by Member Moran and supported by Member Plemmons to approve the Agenda as amended to include thank you notices from, Port Huron Recreation Department, Friends of the St. Clair County Library and Jill Doll under Communications (c). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Member Plemmons and supported by Member Moran to accept the June 19, 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 Member Plemmons to accept the Millage invoices for June, totaling \$66,677.17 and the Regular invoices for June, totaling \$45,034.00. Motion unanimously carried.
 - b) Acceptance of Financial Report. Moved by Member Plemmons and supported by Member Moran to accept the Financial Report as information. Motion unanimously carried. Director Warwick noted he received a drafted copy of the Audit Report and noted he currently is holding back on planned expenditures out of the Library's fund balance due to the possibility of the EOC building project. A decision will probably be made around September; have not received any plans on building. Chairperson Nowland asked if there were funds set aside for the Ft. Gratiot Branch? Yes, Director Warwick noted approximately \$500,000. Fiber Optic costs depends on the location, could be \$40,000. The branch will be similar in size to the Marysville Branch (10000 to 12000 square footage). Director Warwick will be attending the Wednesday night Ft. Gratiot Township board meeting, a proposal will be presented for a request to be put on the ballot to build a branch).
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Director Warwick distributed the Library of Michigan Update. Currently working on the thermostat at the Main Library so there is proper heating and cooling. Addressed Ft. Gratiot in the Financial Report section of meeting. Chairperson Nowland asked Director Warwick if there would be changes regarding the new bill about creating of new departments? There will be some disruption because some of the staff members were doing things for the legislative and will now be pulled out of that department but noted revenue has been secured for one year. Attended a membership meeting for TLN on Friday.

- b) Department and/or Committees.
Director Warwick noted the circulation is still 15% over the previous year! Chairperson Nowland asked if each Municipal received a letter from him. Yes. Also reminded the board if they know any of their local government people and want him to come and talk to them, let him know. Both him and Branch Coordinator, Peggy Guoin are meeting to schedule future board meetings and community meetings.
- c) Thank you notices from:
 - George Guidall
 - Huron House
 - Port Huron Recreation Department
 - Friends of the St. Clair County Library
 - Jill Doll

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

VII. OLD BUSINESS:

- a) None

VIII. NEW BUSINESS:

- a) Requesting approval on Material Selection Policy.
Assistant Library Director, Stanley Arnett noted the committee has made necessary language changes and no major changes to the Material Selection Policy. Director Warwick thanked committee members, Stanley Arnett, Barbara King and Janet Rose for the proposed Policy. Moved by Member Plemmons and supported by Member Burch to accept the Material Selection Policy with language changes. Motion unanimously carried.
- b) 2002 Budget discussion.
Director Warwick received an update from the County Controller on the Library's anticipating revenue for next years Millage budget, \$2,303,914.00 (increased by \$130,000). Mentioned there was a significant difference between branch wish list for 2001 and will have to decide what to do for next years wish list, maybe set a limit or not to approve the amounts submitted for year 2002 budget (branches that submitted higher requests in 2001) depending on the budget. Still working on the usage study for the three branches. Asked if the board wanted to review the 2002 budget before it's submitted to the County? A board meeting can be held for questions on the 2002 budget and changes can be sent to the County at a later date if necessary. Chairperson Nowland noted yes it would be fine not to review it prior to being sent to the County, but if there are a lot of changes would like to schedule a meeting. Chairperson Nowland also mentioned he would like to see a few substitutes for the library system included in the budget (don't like seeing staff working by themselves etc). Director Warwick noted the County has a staff resource pool but will need to convince the County that we need an outside sub resource pool due to the scheduled hours required (after 4:30) and no one knows the Library cataloging system. Branch Coordinator, Peggy Guoin explained the procedures on staffing. Persons requesting time off first tries to find someone within their own branch and maybe exchange hours. If no one available, next step Branch Librarians would send out a request to other branches asking for staffing assistance (currently working on list of staff who are available to work at various branches) next step, call Branch Coordinator, and a notice will be sent out to Main Branch staff and if this doesn't work the Branch Coordinator would fill in. Member Moran asked if they were going to proceed with the studies for the three branches. Yes, the study will proceed noted by Director Warwick. Stanley Arnett will be contacting Library Furniture Designs.
- c) TLN Computer Training Room.
Director Warwick explained that TLN (The Library Network) would like to sell the Computer Training room located in the lower level at the Main Branch to the St. Clair County Library System. Director Warwick noted that TLN couldn't request any repayment from St. Clair County if it is Federal funds but we can repay them for what they invested in the room out of their own funds. Director Warwick recommended the purchase of the room but at a lower price (memory would have to be upgrade). Director Warwick to come back to the board after further discussion with TLN Director Michael Deller.

d) Board Member Reports.

Member Burch – Visited with Branch Librarian Vickie Hurley at the Marysville Branch, spoke about having substitutes available, both are quite concerned. Also visited the G. Lynn Campbell branch they had 20 to 50 children attend the Summer Reading Program. Visited the Yale and Capac but they were closed.

Chairperson Nowland – Visited the St. Clair Branch, they're growing! Marine City Branch has new black top. Visited the Algonac-Clay Branch on Saturday, they had a real nice display of carved ducks. Stopped in at the Ira Branch, their branch is also growing (programs are all held outdoors due to lack of space, maybe they can hold programs at the Township Hall? Disadvantage is the distances from the Branch).

Member Plemmons – Visited the Main Branch last week, the children's area looks gorgeous. Also visited Branch Librarian Kaye Ray at the Yale Branch, she has such a good turn out with teenagers! Visited the Capac Branch for the Summer Reading Program kick off, turned out real nice. Experiencing computer problems at Capac, had to cancel computer classes. Computer Services Coordinator, Gary Starski explained that all branches today were experiencing Internet problems. Have noticed that the teachers are stopping in and seeing who is involved in the reading program and sending post cards, "glad to see you reading". 4H fair is scheduled for July 30 thru August 5th in Goodell's, please come.

Member Moran – Working on the survey for Memphis, noted Branch Coordinator, Peggy Guoin has been a big help. The survey is 2-page front and back, asked if the Main Library could provide about two hundred copies. Yes, Director Warwick and also noted no longer then three weeks at the longest should the survey be out. Who can analyze the survey? Director Warwick noted if someone could tabulate the survey, then we could sit down and review then go from there. Community Relations Coordinator, Melissa Weston will be providing promotions for the survey also the Memphis branch will be in the September/October newsletter. Will also be trying to establish a Friends groups. Peggy Guoin has found a grant that might suit our needs, but can't apply until next year (May 1st is the dead line). The City will only have to provide ½ of their matching funds and the other half can be in-kind services. A table will be set up during the Memphis Fest to distribute the surveys and surveys will be available at the flea market and business counters. Will be attending a Board meeting with Peggy Guoin and Melissa Weston on Wednesday. Asked about the time frame on the safe guard system? Director Warwick noted hopefully by the end of the year, currently working on a presentation for the next board meeting. Branch Librarian Linda Aguinaga is very excited about the new help recently hired. Visited the Capac Branch very busy, experiencing computer problems and asked when the circulation desk would be arriving? Secretary, Kimberley Radatz to follow up on.

NEXT REGULAR MEETING DATE. Tuesday, August 21, 2001 at 6:30 p.m., located at the Lakeport Book Deposit, 7097 Second Street, Lakeport.

IX. ADJOURNMENT: Moved by Member Moran and supported by Member Plemmons to adjourn meeting. Motion unanimously carried. Adjourned at 7:40 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary