

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, July 16, 2002
4420 Kilgore Road, Kenockee Township Hall
- PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Lynn Moran, Dr. Fred Nowland and Sherrlene Snyder. DIRECTOR: James Warwick.
- ABSENT: None
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Branch Librarian, Kay Raye; Children Services Coordinator, Janet Rose; Pre-Professional II, Brenda Arnold; and Kenockee Township Trustee, Mike Dempsey.
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:34 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Moran and supported by Member Clement to approve the agenda including the addition of receiving a thank you notice from Deborah Cosley from the Internal Revenue Service. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None
- IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Vice-Chairperson Snyder to accept the June 18, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Moved by Member Clement and supported by Member Moran to accept the Millage invoices for June, totaling \$138,938.11 and the Regular invoices for June, totaling \$22,196.64. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Moved by Member Moran and supported by Member Clement to accept the Financial Report as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Director Warwick has being given talks, most comments have been positive. The systems floaters are out working in the branches, the concept seems to be working well. The next Library Board meeting will be held at the Main Branch and not at the Casco Township Hall. Pleased with the editorial regarding the Library in the Times Herald, very positive! Vice-Chairperson Snyder noted she was very pleased to hear about the seasonal personnel request.
 - b) Department and/or Committees.
 - c) Thank you notices.
Laney Corrado, Grosse Pointe Library
MainStreet, Annual Sidewalk Sale
Mary Anne Wiegand, Roosevelt Fifth Grade
Deborah Cosley, Internal Revenue Service.
Moved by Vice-Chairperson Snyder and supported by Member Moran to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Review the Interim Circulation Policy.
Director Warwick requested that the Interim Circulation Policy be tabled due to the Libraryguardian (Main Branch used the System less than a month and the branches less) Moved by Vice-Chairperson Snyder and supported by Member Clement to table the interim Circulation Policy until the September Library Board Meeting. Motion unanimously carried. Also noted currently Corporate Counsel is reviewing the policies.

VIII. NEW BUSINESS:

- a) Director's Evaluation:
Moved by Member Clement and supported by Member Moran to accept the Director's Evaluation. Motion unanimously carried. Vice-Chairperson Snyder explained that everything looks very good and Director Warwick is meeting the boards expectations and a copy of his evaluation will be placed in his personnel file. Also noted there will be a new format next year.
- b) 2003 Budget Discussion:
Director Warwick thanked Administrative Services Secretary, Kimberley Radatz regarding the budget. Director Warwick explained there were not many changes from this year's budget, the changes were replacing printers and 50-Gate Computers and the building assessment. The budget is due the 15th of August and will bring the budget back to the board for the next board meeting for any changes. The new Outreach Librarian position will outreach to either K through 8th or K through 12th, we can keep as an on going discussion, this person would also work out in the community.
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the 2003 Budget as information only. Motion unanimously carried.
- c) Government Documents Policy:
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the addendum to the Library's Electronic Resources/Internet Use Policy, this change will comply with the Federal regulations. Motion unanimously carried.
- d) Branch Study Proposals:
Director Warwick explained that this is the beginning of the cost for studies. Moved by Vice-Chairperson Snyder and supported by Member Moran to move forward on the Branch Study's. Motion unanimously carried.
- e) Board Member Reports:
Member Clement – Yale is moving into their busy season “Bologna Fest”. The Summer Reading Program is going very well, over 100 teenagers registered in this group. Lapsit is also going very well. Branches are busy all the time. Compliments need to go to the Librarian's.
Member Moran – Visited with Branch Librarian, Patsy Beischer they are very very busy, Summer Reading Club under way and the computer classes are all full. Memphis has a new Page. First weekend in August is the Memphis Festival; Friends of the Library will be having a book and bake sale to help with the library's expansion. Computer usage is also increasing and things are going well for both. It could be as late as November/December to compile the results of the Grant, have collected a lot of funds from the public. The Committee has a plan A and a plan B, plan B will move forward either way. This Grant is for \$41,000.00 with a matching fund of \$41,000.00 totaling \$82,000.00.
Chairperson Nowland – Noted that the downriver branches are getting a good turn out. Ira Township has doubled the size of their parking lot. Lost an employee from Ira Branch to the Algonac – Clay Branch in a transfer.
Vice-Chairperson Snyder – The Friends of the Library had a book sale this past weekend and collected \$1,100.00 (Friday and Saturday). Visited the Ira Branch, the Township was getting ready to pour the cement. Gave an update on Millage signs, there's 100 of them available and also noted all ads have been placed including the radio ad's have been recorded. Suggested to Member Moran that the Memphis Friends should try “Buck a Bag” works well!

Director Warwick noted that extra bookmarks are being handed out as a informational piece also signs are being passed out for the Millage.

Member Burch – Visited the Marine City Branch when the Fire Chief was visiting with their fire truck also was there their during story time, great job. Ira's Branch programs are all going well, 27 teens have read 2 hours and one quarter of the teens have read 4 hours. Also visited the Algonac – Clay branch and had a nice visit with new staff member Gayle Harmer, floater for the Library System. Ira needs a directional sign (one that is more noticeable).

Chairperson Nowland complimented the Main Library noting how bright and clean looking it is and also noted he received a nice report about the Main branch from a gentleman who was born in Michigan and lived in Chile (it was his first visit in 20 years), he also mentioned the computers can do so much and just was very impressed!

Vice-Chairperson Snyder thanked the community for hosting the Library Board meeting.

NEXT REGULAR MEETING DATE. Tuesday, August 20, 2002 at 6:30 p.m., located at the Main Library, 2nd floor meeting room, 210 McMorrان Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:21p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick, Director/Secretary