

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

TIME & PLACE: 6:30 p.m. Tuesday, June 18, 2002  
7008 Marsh Road, Cottrellville Township Hall

PRESENT: BOARD MEMBERS: Lynn Moran, Dr. Fred Nowland and Sherrlene Snyder. DIRECTOR: James Warwick.

ABSENT: Donna Burch and Betty Clement

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Gary Kupper; Assistant Library Director, Stanley Arnett II; Library Assistant II, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Gretchen Krug and Lynn Township Clerk, Violet Pfaff.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:35 p.m. All members present except Member Burch and Member Clement.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the agenda. Motion unanimously carried.
- III. CITIZENS' COMMENTS:  
None
- IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Vice-Chairperson Snyder to accept the May 21, 2002 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 May, totaling \$89,099.87 and the Regular invoices for May, totaling 17,455.97. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Financial Report as information only. Motion unanimously carried.  
Director Warwick noted they were waiting for the 2001 final audit to make necessary changes to the budget.
- VI. COMMUNICATIONS:
  - a) Library Director's Report.  
Director Warwick noted he sent the Library Board By-Laws to Corporate Council for their review. Also noted the circulation report was up by 12% and will be talking to S.T.A.R. regarding how many people they are

serving (not being reported on this report). Facility Use Report there is a change in the reference area; we no longer are keeping track of directional counts so we really are reflecting information use then directional use. Community Relations will also be working on additional publicity for the Dial A Story. We had an incident in Capac where a patron was abusing the use of the Internet and after reviewing the Library's policies, procedures and the events that have happened we ended up sending this patron a letter denying him the use of the Internet. Director Warwick asked Vice-Chairperson Snyder if she would be willing to do the analysis on the Director's Evaluation again this year? Vice-Chairperson Snyder agreed to do it for this last year because next year to her understanding they'll be using a different form. Director Warwick asked the board members to forward the form to Sherrlene Snyder. Assistant Director Stanley Arnett had several meetings with the County and has been told we'll be connected to the County's Intranet. Vice-Chairperson Snyder asked why the inspectors for Government Documents are unhappy because we have to require folks to have a Library card or show ID? Director Warwick explained that we can be in compliance because under the Michigan Law one of the Library computers are suppose to be unmonitored so that people can use it and that will comply under the option 1 so we will be in compliance. They were upset that we were requiring people to have identification to use Government Documents people were suppose to be able to use the Government Documents unanimsously. Assistant Director Stanley Arnett explained we would be reviewed in about another five years and yes they can revoke us if were not in compliant. Director Warwick also noted that we are under a time deadline and will need to make a recommendation at the next board meeting because revisions and amendments are required by July 31st. Vice-Chairperson Snyder recommended that they use option 3 and then use option 1 as an upgrade until we have this un-filter/filtered straighten out. Also maybe use an access card, this would keep statistics also. Director Warwick commented that overall the report was favorable and the staff did a great job!

b) Department and/or Committees.

c) Thank you notices.

Mary & Rachel Bonner (NLW Coloring Contest)

Toni George, Port Huron Recreation Dept (Kidfest) 2002)

Brenda Stevens, PHASD (Discovery Years)

Moved by Vice-Chairperson Snyder and supported by Member Moran to receive and file Communications as information only. Motion unanimsously carried.

## VII. OLD BUSINESS:

a) None

## VIII. NEW BUSINESS:

- a) Submission of By-Laws to Corporate Counsel for review and re-adopt at the next Annual Meeting.

Moved by Vice-Chairperson Snyder and supported by Member Moran to submit the St. Clair County Library Board By-Laws to Corporate Counsel as required by the Library By-Laws with no changes. Motion unanimously carried.

- b) Rotary Day Parade July 10<sup>th</sup> (Wednesday) and Boat Night July 12<sup>th</sup> (Friday).

Moved by Vice-Chairperson Snyder and supported by Member Moran for Director Warwick to send a letter to the County Commissioners to request the Library to close early at 5:30 p.m. on both July 10<sup>th</sup> and July 12<sup>th</sup> with the Library Boards recommendation. Motion unanimously carried.

- c) Board Member Reports:

Member Moran – Branch and staff are doing real well and we now have established a new Friends Group and official officers in Memphis, very happy about this. Looking for someone to take of the garden at the Memphis Branch that our Boy Scout's designed. Director Warwick suggested adopt a garden. Vice-Chairperson Snyder suggested community service (first offenders). Patsy Beischer at Capac is doing fine, very busy of course and the computers are doing real well. Still thinks that the cost of the extra dollar for the fax for long distance calls is an over kill. Director Warwick noted this is a recovery for the cost of staff time and phone charges.

Chairperson Nowland – Visited the Ira Branch a couple of times and stopped at Algonac - Clay Branch, Rick Shea had computer classes going and all chairs were filled. Things at the Marine City are moving right a long, still working on where they're going to put the skate park. City of Marine City is charging a higher fee for copies then our other branches but there's nothing we can do because we don't own the machine. Every two weeks the Chief of Police in St. Clair reads to children then takes them over to the St. Clair Inn and has milk and cookies, does a beautiful job and also to mention every book he reads has some type of moral value coming out of it.

Vice-Chairperson Snyder – Visited the Yale, Capac, Memphis and G. Lynn very briefly and the Main Library, have been out of town also visited the Lake Public Library in Independence and bought back information for our Community Relations Coordinator Melissa Davis it included catalogs that were given out which had all three months for the Summer Reading Programs in it and Juvenile and adult programs information for her to share with Adult Services Coordinator, Allison Arnold.

Chairperson Nowland noted he was pleased that we had visitors from the Grosse Pointe Public Library System, they're looking to build two branches and toured our branches and also mentioned they were very impressed with the way the Library's were operating.

NEXT REGULAR MEETING DATE. Tuesday, July 16, 2002 at 6:30 p.m., located at  
the  
Kenockee Township Hall, 4420 Kilgore Road, Kenockee Township.

IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by  
Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at  
7:08 p.m.

Respectfully Submitted:

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Dr. Fred L. Nowland, Chairperson  
Director/Secretary

James F. Warwick,