

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

- TIME & PLACE: 6:30 p.m. Tuesday, March 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; Assistant Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Children Services Coordinator, Janet Rose; Community Relations Coordinator, Melissa Weston; Library Assistant II, Kathleen Wheelihan; Preprofessional II, Brenda Arnold; Technical Systems Assistant, Jerilyn Brown; Leah Arnold, Charlene Ezell, Gretchen Krug, Debbie Wilson and Art Wood
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the Agenda including the addition of, requesting approval to purchase 25 computers for public service desks (conversion to the Horizon System) under New Business (a). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None.
- IV. APPROVAL OF MINUTES: Moved by Member Plemmons and supported by Member Burch to accept the February 20, 2001 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Moved by Vice-Chairperson Snyder and supported by Member Plemmons to accept the Millage invoices for February, totaling \$81,632.83 and the Regular invoices for February, totaling \$29,281.53. Motion unanimously carried.
- b) Acceptance of Financial Report.
Moved by Member Moran and supported by Member Plemmons to accept the Financial Report as information. Motion unanimously carried. Noted by Director Warwick, on future reports they'll see a few project accounts combined. Vice-Chairperson Snyder asked for a report on the branch material expenses for the next board meeting.
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Noted by Director Warwick that the board received a copy of the Ft. Gratiot Township Branch Library Community Survey and noted the survey was a positive indication. A committee meeting has been scheduled for Thursday, Branch Coordinator, Peggy Guoin will be attending. Director Warwick noted between the meetings they're going around to see if there were locations or parcels that would be conducive to this that either the Township own or purchasing in having a Ft. Gratiot Township Library. Vice-Chairperson Snyder suggested to the Director, if they have a choice of a parcel near a school it would be better, due to the cost of running the fiber optic. Noted by Vice-Chairperson Snyder and Director Warwick the Library System would be donating material such as books and books on tape to the branch. Received two proclamations acknowledging National Library Week from Port Huron City Council and St. Clair County Commissioners. Chairperson Nowland thanked everyone for their reports. Vice-Chairperson Snyder noted she liked the idea of STAR using McNaughton.

- 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.
Charlene Ezell from The Extra Edge, commented the following:
Mission Statement, which it's a wonderful template for the board to use to make decisions. The Core Value is the things that you can't take away or it won't be a library. These values are really what drives and motivates people to do a good job. Charlene Ezell asked the Board if they would approve the Mission Statement, Core Values, Goals and the Roles because those are binding things that glued us together. The goals and activities should be flexible (might need to change an activity or move a deadline around) because the Library changes and so do people. This Plan should be able to stretch! Charlene Ezell noted she would miss working with the Library Board, they have done so much and the staff, it was a privilege to work with them and most of all Director Jim Warwick. Also noted truly we have the most ultimate support staff and thanked everyone for giving her an opportunity to work with them and most of all Jim he has done such a good job. Director Warwick noted it was a collaborative effort, the final works of this document was a committee of people that without their support it would not have been as good as it is. Chairperson Nowland noted he was very pleased with the board, staff and impressed with the people of the community and persons from the county building (Troy Feltman and Gordan Ruttan) who spent two full days with us. The whole process went very well, very pleased. Vice-Chairperson Snyder also complimented Charlene Ezell that she did a very good job in showing where we need to go to get this done. Member Burch asked why we are only sponsoring 10 programs for adults? Charlene Ezell noted the Library has never had a figure set in the past, so it was decided to use a base number of 10, which can also be changed. Director Warwick noted he inserted the note on page 10 "These goals and objectives will be reviewed annually by the St. Clair County Library Board". Vice-Chairperson Snyder noted it would be good for the Board to revisit it annually and would be using the plan from time to time and would like to see the Long Range Plan be available at each Board meeting provided by Secretary, Kimberley Radatz along with the By-Laws and Robert Rules. Director Warwick is scheduling a meeting with County Administrator, Troy Feltman and also to request to be able to present the Long Range Plan to the Human Services Committee at a later date. Director Warwick noted copies of the Long Range Plan have been sent to each committee person including a letter inviting them to attend tonight's meeting. After presenting the Plan to the County Commission, a copy of the Long Range Plan should be sent to each governing entity of the branch including distributions available at the branches. Director Warwick noted first distribution would be tomorrow during the Systems meeting. Board members will be notified when the presentation will be given to the Human Services Committee.
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Long Range Plan as presented. Motion unanimously carried.
- b) Approval of revised Internet Policy.
Moved by Vice-Chairperson Snyder and supported by Member Plemmons to accept the Internet Policy as revised. Motion unanimously carried. Noted by Director Warwick, Community Relations is currently working on ordering mouse pads.
- c) Discussion on computers for board members.
Chairperson Nowland recommended to table issue to a later meeting. Would like to have additional information such as, how many computers the library has, the cost to run them and to see how the County is working with their board computers. Vice-Chairperson Snyder supported but also encouraged board members if they don't have an email account for them to get one through the Library. Member Burch also noted it is not a good time due to the expense when we're trying to do so many other things. Member Plemmons would also like to wait and see how the County does, but would be interested in an email account. Member Moran also agreed and would also like to set up an email account.
Moved by Vice-Chairperson Snyder and supported by Member Burch to table this item. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Requesting approval to purchase 25 computers for the public service desks (conversion to the Horizon System). Vice-Chairperson Snyder asked if the card catalog would be converted to thin screens. Director Warwick noted yes.
Moved by Member Moran and supported by Member Burch to approve the purchase of 25 computers for the public service desks (conversion to the Horizon System). Motion unanimously carried.
- b) Board Member Reports.
Member Moran – Asked if the logo is currently being worked on? Vice-Chairperson Snyder noted it's included in the Long Range Plan to be completed by March 2002, but if the logo can be done this year it would be welcomed. Director Warwick to pursue the logo now and not in March of 2002. Outdoor sign was to be installed today at Memphis. Currently pursuing other ways then asking the County to purchase a sign for Capac Branch, inventory is being done. Self-check out Charlie is doing very well at the Memphis Branch and the Gates computers are busy and being used by preschoolers. Memphis Library Board is currently working on a presentation to try and work out a plan for the use of the space next door to the Memphis Branch this will be presented at the next Council meeting. Meeting with County Administrator, Troy Feltman on Wednesday to discuss grants. Asked if there was a possibility of going forward with ordering shelving for the Memphis Branch. Suggested by Director Warwick, they can change items on their year 2001 wish list or board approval? Vice-Chairperson Snyder suggested to purchase the shelving out of their Material Budget now, with the idea toward the end of the year if there are funds available to reinstate the funds or may lose the funds. Director Warwick noted another option is to purchase it and the branch would not be able to receive a wish list for next year depending on how the budget is going. If the shelving were taken out of the material budget, there would be a line item adjustment toward the end of the year.
Member Plemmons – Visited with Yale Branch Librarian, Kaye Ray there is a concern regarding a shortage with the tax forms due to the Treasurers Department not filling their full request (patrons being upset with staff). Yale has been very busy, more and more people are requesting computer classes. Also had an opportunity to visit a library on a cruise ship (approx 3,000 books available) quite interesting.
Member Burch – Visited the Marysville Branch and they were very busy, people waiting in line, computers were being used and checking lots of books out “their doing very well”.
Vice-Chairperson Snyder – Main has been very busy, very pleased with the WebPac. The Friends of the Library have scheduled a book sale at the end of National Library Week weather permitting (bad weather will rescheduled in May). Will be at the Art Van’s Furniture Store selling books for the Friends while Memphis Branch Librarian, Faith Wormsbacher will be doing a story telling expedition Saturday at 1:00 p.m.
Chairperson Nowland – Have been very busy, both Chairperson Nowland and Mrs. Nowland delivered paczki on paczki day to four branches “they were all very busy”. Visited with Algonac-Clay Branch Librarian, Kathy Lisco today, the branch has a waiting list for the computer training room; the staff are calling people the day before who are signed up so they don't end up with empty spaces for the people still waiting. Ira Branch is stilling have problems with space.
Vice-Chairperson Snyder asked as part of the Long Range Plan how is the board going to select branches to looked at upgrading the facilities (three branches every year).

NEXT REGULAR MEETING DATE. Tuesday, April 17, 2001 at 6:30 p.m., located at the Memphis Branch, 34830 Potter Street, Memphis.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Burch to adjourn meeting. Motion unanimously carried. Adjourned at 7:31p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick, Secretary/Director