

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, March 23, 2004
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lynn Moran and, Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Lori Vinckier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Children Services Coordinator, Jane Rose; Clerk, Susan Bowen; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:30 p.m. All members present except Member Vinckier.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Agenda including the addition under New Business a) – Approval to fill three Page positions Capac, Marine City and Marysville. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
Children's Librarian Janet Rose invited the Library Board to attend Patricia Polacco (Award Winning Michigan Author) program on Wednesday March 24th at 7:00 p.m. to be held in the County Administration Building Auditorium.
As a staff member from the Library Kathleen Wheelihan wanted to encourage the Library Board when they're preparing the contract for the Library for IT services to also include something that will ensure the continuation of timely services we are enjoying. Have also heard from people from other departments that they may wait days or weeks for IT services.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the February 17, 2004 Regular meeting minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Director Warwick explained there are two invoices over \$10,000. Ameritech Library Services \$50,069.36 (maintenance agreement for Horizon software and equipment) and procurement card purchases in the amount of \$18,753.42 (library material).
Moved by Member Praet and supported by Vice-Chairperson Moran to accept the Regular invoices for February 2004, totaling \$8,793.93 and Millage invoices for February 2004 totaling \$98,768.79. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick noted the expenditures are under. Revenue for fine and fees are about \$100,000 behind. March 1st is when the increase for rentals and fines went into effect. He received emails from branches saying they have not heard any comments regarding the increase. Member Praet asked if patrons could use the Internet if they have fines? Currently we are reviewing the circulation policy and will be coming up with a recommendation, but right now the circulation department has put a block on patrons with fifty dollars or more. Director Warwick also mentioned the Library had a presentation from Unique Management in regard to collecting over due fines. Chairperson Fernandez asked Director Warwick to let him know if he cannot get free advertising for the Library through National Library Week.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick explained at the last Friends meeting they approved the purchase of bags for library material, system wide and also approved to provide funds for giveaways during National Library Week. Friend's book sale is April 2nd and 3rd, Thursday will be a reception for Friend members. The 4th Wednesday of each month is Book Discussion (tomorrow night the discussion will be "Seabiscuit") the Friends Group also sponsors this. On April 19th at the St. Clair Branch he will be leading the book discussion for the Friends on "English Passengers". The Friends Group at the Main Branch is having a combined Friends meeting on April 16th at 1:00 p.m. located at the St. Clair Branch. They are also getting together a mailing of post cards and will be signing them and sending them out just for informational purposes to talk about the Foundation. Randy Maiers said there should be four mailings a year (two informational and two soliciting for funds). An interesting study done by the computer trainer is that 48% of people in the branches that are signing up for computer classes are new patrons and at Main 10 out of 14 didn't have library cards. We are reaching a new audience. Director Warwick displayed the large print cassette material that S.T.A.R. had purchased with gift money (mentioned in S.T.A.R. report). Chairperson Fernandez asked how the conversion went on March 5th regarding Library guardian. Director Warwick read emails he received from branches asking for their experiences on this. Member Praet thanked staff members Kalif Davis and Jerilyn Brown for their services.
- b) Department and/or Committees.
Chairperson Fernandez congratulated staff that celebrated their 5th, 10th, 15th and 25th year anniversary and also thanked them for working with the board. Member Praet explained Branch Librarian Lois Kaufman doesn't have time to order program material and wanted to know if they could use a floater? Branch Coordinator Peggy Guoin explained this has already been taken care of. Chairperson Fernandez explained he appreciates the branch board reports and asked if others read them? Director Warwick, yes and we react to them.
- c) Thank you notices.
American Red Cross
Bridge Builders Counseling Inc.
Moved by Member Vernier and supported by Vice-Chairperson Moran to receive communications as information purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) St. Clair County Integrated Information Technology Department "The Plan".
Chairperson Fernandez assured the board and members of the audience that nothing has been done and doesn't think anything will be done tonight. Also noted that if the board votes they are the ones drafting and approving this agreement and if it turns out poorly they only have the five of them to blame. After lengthy discussion addressing concerns and questions Director Warwick will try and meet with attorney Gary Fletcher to discuss the agreement before the next meeting if Mr. Fletcher's schedule permits. Member Praet will be contacting Director Warwick with additional questions. Chairperson Fernandez also noted if anyone has any questions for them to contact the Director.
- b) Detroit Edison Company Tax Assessment Appeal Letter.
This item will remain on the agenda until the legal issue has been settled.

VIII. NEW BUSINESS:

- a) Requesting to fill three Page positions at Capac, Marine City and Marysville Branches.
Director Warwick recommended to fill all three positions but would be reducing the hours. Moved by Member Vernier and supported by Vice-Chairperson Moran to fill the three Page positions. Motion unanimously carried.

- b) Board Member Reports.
Vice-Chairperson Moran – Explained they’re a little concerned with the drop in circulation in Memphis. Branch Librarian Linda Aguinaga said it might be due to when they limited the time on computers. Also she received a comment on the heavy-duty bags that were provided at one time and patron’s liked them, which are no longer available (looking at different ways of purchasing these).
Chairperson Fernandez asked Director Warwick for a wish list for the Library and to send this list to board members.
Chairperson Fernandez – No report
Member Vernier – No report
Member Praet – Same programs will be offered at Marysville, computer classes are filled as soon as they are announced. G. Lynn Campbell has been busy for “Reading Month” the popular book seem to be the I spy books. Friend’s drive at the G. Lynn Campbell signed up 25 new members; May 15th is the next used book sale. St. Clair Branch is offering different classes, which are becoming very popular such as knitting and now their asking for a quilting class. Also being offered every Wednesday night at 6:30 story hour, once a month lap sit program and euchre night for teens. On display is the artwork from Alice Moore Art Center; you can actually purchase these art prints that are on display. The pie in the face for literacy was successful, on April 1st Chief of Police Donald Barnum will take a pie in the face, \$1,800 was collected and their goal originally was \$1,000 they are having this program in April because how well it went.

NEXT REGULAR MEETING DATE. Tuesday, April 20, 2004 at 6:30 p.m., located at the Ira Township Fire Hall, 7065 Meldrum Road, Fair Haven.

- IX. ADJOURNMENT: Moved by Member Vernier and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 8:00 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary