

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, May 15, 2001
111 N. Main Street, Capac, MI Capac Public Library
- PRESENT: BOARD MEMBERS: Lynn Moran, Dr. Fred Nowland, Carol Plemmons
and Sherrlene Snyder.
ASSISTANT LIBRARY DIRECTOR: Stanley Arnett II
- ABSENT: Donna Burch
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Paula Cryderman; Assistant Branch Librarian, Melissa Elliott; Assistant Branch Librarian, Jill Sivec; Branch Coordinator, Peggy Guoin; Branch Librarian, Patsy Beischer; Technical Systems Assistant, Jerilyn Brown; Library Assistant II, Kathleen Wheelihan; Ron Beischer, Pete Kavanagh, Gert Kot, Sharon Kriesch, Gretchen Krug, Mary Mackey, Jeanne Omelenchule, Irene Schoenburg, Jim Segadi, H.C. Snyder and Leonard Stern
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. Noted Member Donna Burch would be absent tonight.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the Agenda as amended to include a thank you letter from the Library of Michigan thanking Branch Librarian Kaye Ray for assisting at the Rural Library Conference under Communications (c). Motion unanimously carried.
- III. CITIZENS' COMMENTS: Gretchen Krug, asked what criteria does the board use in acknowledging correspondence sent to the board? She has sent a letter to the board regarding management issues. "Does the board talk about these letters, they have never been mentioned at the meetings?" Chairperson Nowland noted they received a letter and has been turned over to the appropriate people at the Library. Employment issues are handled by the County. Vice-Chairperson Snyder noted if their employment issues they're turned over to the County. Ms. Krug asked if they have discussed these letters at the board meetings? Chairperson Nowland noted if it's a grievance there is a procedure under the Union contract. It usually is forwarded to the Head of the Library and from there over to the County, the employer. Ms. Krug "are you saying the County?" Vice-Chairperson Snyder noted the board shifts all employee questions over to the County.
- Jeanne Omelenchule, a new Capac residence and regular user of the Capac Library noted they have located books for her when you couldn't find them anywhere else. Also noted the Library is small and asked what can or what the board plans to do to give them more space? Vice-Chairperson Snyder noted the board does not provide the space, it's provided by the local municipal government. The Library's contract provides services and will help where they can (millage allows the library to do services but not bricks and mortar). Chairperson Nowland noted the millage is an operational millage, which can pay for employees, books, computers, fiber optics and telephone bills. Member Moran suggested to go to city council meetings and talk to people and try to get community support. Asked for other suggestions that other communities have done and what Capac can do. Vice-Chairperson Snyder and Member Moran both suggested to contact Crosswell and also to keep your eyes open for vacant buildings and get involved with Friend groups.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the April 17, 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 Moran to accept the Millage invoices for April, totaling \$41,224.45 and the Regular invoices for April, totaling \$50,955.72 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. Vice-Chairperson Snyder asked Administrative Secretary, Kimberley Radatz if the Library is getting a better handle with the County? Yes, we are making progress. Vice-Chairperson Snyder suggested perhaps a committee from this board meet with Director Warwick and the County in July regarding financials.

VI. COMMUNICATIONS:

a) Library Director's Report.

Assistant Director Stanley Arnett noted they have been talking to Library Guardian and seen the demonstration, looking for a solution for sort of electronic filtering based on the requirements for the CIPA (Child Internet Protection Act). This Act has been passed and if you accept Federal funds you have to agree or show that you are filtering. The Library has applied for E-Rate funding. Also noted the demonstration was quite impressive it offers variable levels, options include cash management (debit card) and print management. This system would cost an approximate one hundred thousand dollars for the start up and a approximate \$22,800 annually for support fees (not including print recovery). Noted by Vice-Chairperson Snyder the system will reduce the likely hood of the child stumbling into areas of where their parents don't want them to go, but it's not an absolute preventive solution. Member Moran asked if the Federal government requires the Library to have this in place by a certain date? Assistant Director Arnett noted it would be after October of this year. Also who determines what level of filtering the Library will do in the library? Assistant Director Arnett, we do. Vice-Chairperson Snyder asked if the library recommends this system, is it possible that they would be able to see a demonstration of this system? Assistant Director Arnett, yes, I'm sure we could. Assistant Director Arnett attended a teleconference at the Library of Michigan titled "The Internet Dilemma" this was a panel of four people (Lawyer, Director, Freedom of Speech Representative and Legislator) involved discussing both sides of this problem created by the Child Internet Protection Act (CIPA).

b) Department and/or Committees.

c) Thank you notices from

Blue Water Center for Independent Living

The Library of Michigan to Kaye Ray

Moved by Vice-Chairperson Snyder and supported by Member Moran to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) Director Evaluation Form:

Vice-Chairperson Snyder asked that the Director's evaluation form be returned to her by the 11th of June in the self-addressed envelopes provided tonight. Chairperson Nowland explained the procedure on the Director's evaluation process. This year the board has asked Director Warwick to evaluate himself using the same form and will try to look at it as a package at the June meeting. Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the evaluation form and begin the process.

VIII. NEW BUSINESS:

a) Board Member Reports.

Member Plemmons – Visited the Yale Branch, and spoke to the ladies there, things are going well and also noted the flower exchange on Saturday went also very well.

Member Moran – Capac Branch is badly in need of a circulation desk, what are the options? Vice-Chairperson Snyder asked Branch Librarian, Patsy Beischer to see Branch Coordinator, Peggy Guoin and Director Warwick regarding this issue. Capac Branch is also in need of a sign. Vice-Chairperson Snyder noted this can be purchased either out of the material budget

or exchanged for an item on the wish list. Member Moran asked if a person is not adhering to the Library computer policies is there something that the Librarians can follow?

Vice-Chairperson Snyder noted there is the potential of having them lose their privileges for a period of time, should they not adhere to the policy. Should the staff need clarification please see Assistant Director Arnett. Spoke to Memphis Branch Librarian, Faith Wormsbacher they're still exploring ways to expand their Library. At last night's Memphis board meeting it was discussed to do a survey asking what would the library user and residence of Memphis would like to see us do if we had this space in which to expand (two week period for survey also gave a promotional item when distributing the survey). Received information from DeGrow and Bonior's Office regarding grants out there. Asked Assistant Director Arnett could we find staff to help determine what grants are out there which could be beneficial for Memphis? Assistant Director Arnett will try and accommodate this request (packet forwarded to Arnett). Chairperson Nowland noted the City of Memphis should be included because this would be their facility. Staff can help but Memphis would have to write the grant. Vice-Chairperson Snyder volunteered some of her time to assist with the grant. Is the efficient expert still a possibility for this year? Assistant Director Arnett, this is part of the Long Range Plan. Vice-Chairperson Snyder asked for this item to be placed on the June agenda under new business, deciding which three libraries are going to be the first three worked at, chose by either needs or by lot. Question, is there someone within the library system that could work with the employee's in our library if they need to have their computer skills improved upon. Assistant Director Arnett noted Librarian, Alison Arnold is the library trainer and she just sent out a memo asking what internal training people want in the month of July. Training needs will also be discussed at the systems meeting tomorrow. Member Moran explained that the sign in Memphis never did get installed (not finished). The frame work was put up and the DPW came over and said this is not going to work and its been sitting there ever since they called him and told him he would have to get a permit and do it right, get it approved and so on. They have not heard from him since (been a month). At this point probably pursue legal options. How do we go about doing this? Administrative Secretary, Kimberley Radatz to proceed with legal action.

Vice-Chairperson Snyder – It's been a busy month, attended the County Commissions meeting with Chairperson Nowland earlier when Director Warwick gave a presentation on the Long Range Plan to the County Commissioners. They seem to be very pleased with the presentation and the Long Range Plan. Friends of the St. Clair County Library had a book sale and sold approximate \$800.00 (Friday & Saturday). Branch Coordinator Peggy Guoin has asked Vice-Chairperson Snyder to be part of a committee for a presentation by narrator George Guidal paid by Recorded Books on June 20th located in the St. Clair County Auditorium also a presentation at the Systems meeting. Information to be sent out. May 22nd and 23rd is the next scheduled book sale for the Friends.

Chairperson Nowland – Visited four branches, space is still a concern and business is up. Spoke with three County Commissioners before the commissioners meeting and messages their getting is people calling them and telling them what a wonderful situation the library is presenting to the people "it's nice to have that happen instead of someone calling and complaining". Director Warwick did a really good job on the presentation.

NEXT REGULAR MEETING DATE. Tuesday, June 19, 2001 at 6:30 p.m., located at the Marine City Public Library, 300 S. Parker Street, Marine City

IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Plemmons to adjourn meeting. Motion unanimously carried. Adjourned at 7:13 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

Stanley K. Arnett II, Assistant Director/Secretary