

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 21, 2002
7499 Sterling Road, Lynn Township MI, Lynn Township Hall

PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Lynn Moran, Dr. Fred Nowland and Sherlene Snyder. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Gary Kupper; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Children's Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Lynn Township Clerk, Annette Ferrett; Tricia Arnett, Gretchen Krug and Donna Nowland.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Clement and supported by Member Moran to approve the agenda including the move of New Business C. Financial corrections of invoice lists (To approve difference between "Total Paid" and "Net Amount" for months of January – March) to Financial Report: C. Motion unanimously carried.
- III. CITIZENS' COMMENTS: H.C. Snyder explained the committee to support the Millage has been formed and is established as People for Public Library. The next scheduled meeting is Thursday at 7:30 p.m. at the Yale Branch. We have began to collect funds. The Friends of the St. Clair County Main Friends has approved up to \$3,000 to support the Millage effort. We would like to raise at least that amount from other resources (garage sales) and also collecting volunteer cards for people who would like to do things as signage, sign locations etc. Most things will be done 6 to 8 weeks prior to the election. Financial help can be taken immediately (can place in the Friends Box C/O Friends PPL or drop at any branch and forward to H.C. Snyder).
- IV. APPROVAL OF MINUTES: Moved by Member Burch and supported by Member Moran to accept the April 16, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.

Moved by Chairperson Nowland and supported by Member Moran to accept the Millage invoices for April totaling \$119,227.07 and the Regular invoices for April totaling \$10,540.17. 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.

- c) Financial corrections of invoice lists (To approve difference between “Total Paid” and “Net Amount” for months of January – March).

Director Warwick explained that the Net amount should be the column being approved by the Library Board and not the Total Amount because the total paid column might also include prior month invoices because of the due date and/or invoices being held for payment. Director Warwick had asked if the Library Board should correct prior year’s invoice lists, the answer received was No.

Moved by Member Clement and supported by Vice-Chairperson Snyder to approve the difference of Millage invoice list \$36,985.73 and the difference of Regular invoice list \$2,904.05. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director’s Report.

Director Warwick explained the new Library Web design came on line and thanked Dale Kittendorf for his work; there also was assistance from Char Ezell. A few changes were receiving a more accurate count on data base use and also the new format for the Library Board minutes. The Government Document Department had their inspection and passed with flying colors. Wrote a letter to Mary Sue Tomalo on how pleased he was with her dedication and her hard work. Received a communication from Michael E. Deller at TLN they have an opening on their board. Currently a committee is working on the orientation process and working on a personal policy and procedure together this will try in with the County’s. Will begin working on staff evaluations that he supervises. Staff is also working on a presentation on Library services. Asked if anyone would or knows of someone who would like to host a foreign Exchange student for 3 to 4 months?

- b) Department and/or Committees.

- c) Thank you notices.

- d) Adam Owen “Call to Protect”

St. Clair County Health Department, Jon Parsons

“Together We Grow Young Parent’s Day Out”

St. Clair County Health Department, Jon Parsons

“12th Annual “A Celebration of Life Community Shower for Expectant Parents”

Moved by Member Burch and supported by Member Moran to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Policy for the Display of Informational Bulletins, Brochures and Posters.
 Moved by Vice-Chairperson Snyder and supported by Member Clement to approve the
 Policy for the Display of Informational Bulletins, Brochures and Posters.
 Motion
 Unanimously carried.
- b) Review Material Selection Policy (Request for Reconsideration of Library
 Materials
 Form).
 Moved by Member Clement and supported by Vice-Chairperson Snyder to approve the Material Selection Policy. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Board Member Reports.
 Member Burch – Read the weekly notes and amazed on all the work they do. Also noted the Marysville Branch circulation has increases and will also be visiting branches soon. Vice-Chairperson Snyder – Visited the Yale Branch (they have good mysteries on Tape). Would like recognizing within this last week we have lost one of our Library’s dear friend who has been active, Beatice Adamski. She was a retired Librarian. She was also the Librarian of the Year in the State of Michigan and served on the Marysville Advisor Board, very fine lady and a great lost to libraries in general. Asked Secretary Kimberley Radatz to check date if this is the year that Corporate Council needs to review the Library by-law’s?
 Chairperson Nowland – Visited Marine City Branch various times this month they now have a new roof (looks great), visited Algonac – Clay Branch 2 – 3 times and their moving along still very rapidly with their computer class. Noted he enjoyed reading Ira’s monthly report. The Township will be installing a new ramp and parking lot. Complimented the St. Clair Branch, they have some very good workshops.
 Member Clement – A lot happening in Yale, participated in the annual perennial exchanges 25 - 30 people there. There were 95 people, who were involved in a book promotion, currently considering chess tournaments, had a demonstrator come to learn about chess. Appreciates the new lighting and new furniture that is all in place and looks nice. The next step for the board is how to install carpet underneath this furniture without moving everything again. Still experiencing problems with computers.
 Member Moran – The Grant was submitted by her and Peggy Guoin on May 1st. They are hoping at the next City Council meeting that they’ll give us approval to go forward with it. Memphis Branch has asked if they could install a bulletin board in the foyer for items other then for non-profit? No, Director Warwick explained it is very hard to mix public and commercial items together in a public location. A suggestion was made, they can put a sign on the Library bulletin board directing the public to where a bulletin board other then for Non-profit can be located in their

area such as market etc. Would also like to be put on channel 6 scheduling (Peggy Guoin to talk with Melissa Davis regarding this). Capac Branch Librarian, Patsy Beischer said things are going very smooth. Also the employee's are working out beautifully. They like the new circulation desk and appreciates the extra phone line. It has been very helpful. Saturday after 1:00 p.m. has been very slow at the Capac Branch, maybe tack these hours elsewhere. Suggestion is to schedule programs during this time.

Vice-Chairperson Snyder thanked Lynn Township Clerk, Annette Ferret for hosting the Library Board meeting, also explained that the meeting held here is to give an opportunity to others. Director Warwick also noted there is a lot of information that is on located on our web site for distance patrons.

NEXT REGULAR MEETING DATE. Tuesday, June 18, 2002 at 6:30 p.m., located at the Cottrellville Township Hall, 7008 March Road, Marine City.

IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:10 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson
Director/Secretary

James F. Warwick,