

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 20, 2003
13016 Belle River Road, Riley Township Hall

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

ABSENT: Peter Vernier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Judy Weaver; Assistant Library Director, Stanley Arnett II; Branch Librarian, Linda Aguinaga; Branch Librarian, Gary Kupper; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:33p.m. All members present except Member Vernier.
- II. APPROVAL OF AGENDA: Moved by Member Clement and supported by Vice-Chairperson Moran to accept the Agenda with change (added to old business, Personnel Committee). Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None.
- IV. APPROVAL OF MINUTES: Moved by Member Clement and supported by Vice-Chairperson Moran to accept the April 15, 2003 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Clement and supported by Vice-Chairperson Moran to accept the Regular invoices for April 2003, totaling \$6,626.12. Millage invoices for April 2003, totaling \$64,252.70 and the Motion unanimously carried. Refer to Directors report for explanation of (2) two invoices over \$10,000.
 - b) Acceptance of Financial Report.
Director Warwick distributed a financial handout explaining an estimate of revenue the Library would be receiving for 2003 (changes that affect revenue is State Aid, USF rebates and Detroit Edison tax reduction) also handed out information that explained current penal fine distribution. Audit is still pending and should be done shortly, one item that might be mentioned in the audit results is that there's a lot of fines that have not been collected. Director Warwick noted that Chairperson Fernandez, Paul Bailey and himself would meet then would present at the finance committee meeting then present to the Library Board as a whole. Chairperson Fernandez noted that the Library Board would receive a copy prior to the meeting and would also like Paul Bailey to present the audit to the board, he would then answer questions.
Moved by Vice-Chairperson Moran and supported by Member Praet to accept the April 2003 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Director Warwick acknowledged retired County Administrator and County Commissioner, Donald Dodge passed away, he was very supportive of the Library. Director Warwick explained that the Library should have a plan explaining use of the surplus funds (expanding branches, technology, van etc).
 - b) Department and/or Committees.

- c) Thank you notices:
Abby Clark
Ardie Hayes – Port Huron Hospital
Brona Lee Watkins – Marysville United Methodist Seniors
Moved by Vice-Chairperson Moran and supported by Member Clement to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Job qualifications and Policy.
Chairperson Fernandez explained Member Praet, John Dean, himself and Director Warwick met on April 28th and discussed the Library hiring process. Chairperson Fernandez explained he is personally convinced that the Library Board is following the County hiring procedures and John Dean said that Director Warwick is well within his parameters as Library Director to make the job postings as he sees fit. The parameters taken in to find a person are years of service, education, background and how many years were served with the County. Chairperson Fernandez explained Director Warwick has an open door policy and if there's an issue that you have as an employee you need to follow the proper chain of command to go to Director Warwick and also the County has a Human Resource department and there is also a procedure in filing a grievance. Chairperson Fernandez noted if an employee has an issue and they need sees something that they don't like or understand they should go to administration for clarification.
- b) Community Foundation – Agency Endowment Fund Agreement.
Director Warwick explained that Randy Maiers is recommending an agency endowment fund for the Library (1% of the interest earned is charged annually). Chairperson Fernandez asked that Randy Maiers attend a board meeting to answer any questions.
- c) Personnel Committee.
Member Praet noted that the committee should have at least two board members. Director Warwick explained he would like questions bought up but not to intervene between staff because there is already a County established policy in place. This committee would/could be used as a way of opening communications. Chairperson Fernandez said that these two board members sit down and outline what this committee can do. Moved by Member Praet and supported by Vice-Chairperson Moran to set up a Personnel Committee, then appoint two board members and to set guidelines and bring back to the board and discussed with John Dean. All members in favor one opposed. Member Praet and Vice-Chairperson Moran volunteered to be on the Personnel Committee. Chairperson Fernandez explained there are things in place both with the County and the Library (voted no on principal).

VIII. NEW BUSINESS:

- a) Review Electronic Resources/Internet Use Policy.
Director Warwick explained there was a lot of discussion that has taken place regarding the policy, and all department and branch heads have reviewed it.
Moved by Chairperson Fernandez and supported by Vice-Chairperson Moran to approve the Electronic Resources/Internet Use Policy, effective July 1, 2003. Motion unanimously carried.
- b) Requesting approval to fill Assistant Branch Librarian position at St. Clair Branch, Main Branch and Algonac-Clay Branch. (Combined with c for action.)
- c) Requesting approval to fill two Page positions at Algonac-Clay Branch.
Moved by Member Clement and supported by Vice-Chairperson Moran to approve to fill Assistant Branch Librarian positions at (1) St. Clair, (1) Main and (1) Algonac-Clay Branches and (2) two Page positions at Algonac-Clay Branch. Motion unanimously carried.
- d) Reinstate Monthly Systems and Children's Specialist staff meetings.
Moved by Member Clement and supported by Member Praet to reinstate monthly Systems and Children's Specialist staff meetings. Motion unanimously carried.

e) Board Member Reports.

Member Clement – City of Yale is having road and sidewalk work done which is causing detours. Staff is using extra time for inventory also gearing up for the summer programs.

Vice-Chairperson Moran – Branch Librarian, Linda Aguinaga explained their local Cub Scout group would be maintaining the garden this summer. Mark Holz of Richmond Amvets donated an American flag to the Branch. Getting ready for the Summer Reading Club also next week will be interviewing for a Page position.

Member Praet – G. Lynn Campbell is almost finished with their inventory, has a large selection of DVD's and video's (has a good rental system). Assistant Branch Librarian Veronica Ruck from G. Lynn Campbell is soliciting local vendors for prizes for Summer Reading Programs. Julie Alef is the new Branch Librarian at the St. Clair Branch she plans on involving staff to let the staff know what's going on (currently she's working at Algonac-Clay and St. Clair). St. Clair is also holding a program on June 5th "History of Gold Cup Hydroplane Racing". Marysville Branch has a very active friends group; last book sale was \$778.00. June is the kick off for "Laugh at Your Library" at Marysville Joel Tacey will be performing, and June 16, antique appraiser from Blue Bird will also be at the Marysville Branch. Also attended the Children Specialist meeting and still not sure if the Lapsit program will continue.

Chairperson Fernandez – Thanked Riley Township officials on behalf of the Library Board for hosting the Library Board meeting and thanked the audience for coming. Also noted he would not be at the June meeting and Vice-Chairperson Moran will be chairing it at the Yale Branch. Attended a meeting with Director Warwick, Member Praet and John Dean regarding hiring and things have been running fine. Asked Library Board to give consideration, Donald Dodge's funeral is Wednesday and would like to send a card to his family on behalf of the Library Board. Moved by Chairperson Fernandez and supported by Member Clement to purchase a book on behalf of the Library Board, administration and staff and to be placed at the Algonac-Clay Branch in memory of Donald Dodge in honor of his dedication to the Library and the County. Motion unanimously carried.

NEXT REGULAR MEETING DATE. Tuesday, June 17, 2003 at 6:30 p.m., located at the Yale Library, 2 Jones Road, Yale.

IX. ADJOURNMENT: Moved by Member Praet and supported by Member Clement to adjourn meeting. Motion unanimously carried. Adjourned at 8:26p.m.

Respectfully Submitted:

Lynn Moran, Vice-Chairperson

James F. Warwick, Director/Secretary