

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 18, 2004
34830 Potter Street, Memphis, Memphis Public Library

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; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Assistant Branch Librarian, Judy Weaver; Branch Librarian, Linda Aguinaga; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown, Trish Arnett and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:33 p.m. All members present except Member Vinckier.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported by Member Praet to accept the Agenda as received. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None

Chairperson Fernandez commented he appreciates in having two Employee's of the Quarter, 4th quarter of 2003, Kimberley Radatz and 1st quarter of 2004, Sharon Smith. Chairperson Fernandez congratulated Sharon Smith who wasn't here tonight he, also noted that this votes well when you have quite a number of County employees that the Library employees are being singled out for their achievements.

- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Praet to accept the April 20, 2004 Regular meeting minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for April 2004, totaling \$5,490.51 and Millage invoices for April 2004 totaling \$53,150.78. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick noted the revenue is coming in quite well. Also noted that we are at 33% of the year and for Millage we are at 25% of the spending (cautiously optimistic). Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the financial report. Motion unanimously carried.

- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Director Warwick noted last Friday the Friends had a joint meeting (forty attended), his goal for this year is to have more regular meetings and to get people more involved. Randy Maiers attended the meeting and discussed the Foundation. Anne Maas has been working hard to establish a steering committee to help with the fund raising. Working on July 24th in being the next meeting joint Friends meeting, this will be in the newsletter when finalized. Director Warwick went to the Capac Branch and visited with their Friends Group discussing the Foundation. Later this month plans on visiting the Yale Friends Group and also their City Council. Rough estimate of the collections is a little

over four thousand and they're focusing on publicity and sending one good mailer out after Thanksgiving. Vice-Chairperson Moran clarified that funds can be earmarked for specific branches through the Community Foundation. Director Warwick noted he included in their packet information on the Mackinac Center for Public Policy, how public funding can affect Libraries. Congratulated Library employee Sharon Smith she was the award recipient for St Clair County Employee of the Quarter. Director Warwick noted he was on channel 6 promoting the Community Foundation and met with Friends groups.

- b) Department and/or Committees.
Chairperson Fernandez pointed out under the Yale Branch report in relation to the Community Foundation, the City of Yale, two neighboring townships and two private donators have replaced furnaces and air conditioning units at the Yale Branch. He also gave kudos to the absent board member for her involvement in this. Chairperson Fernandez gave kudos from the board to Sharon Smith for being Employee of the Quarter. Director Warwick noted nothing more has happened regarding the break in at the Algonac-Clay Branch. Chairperson Fernandez appreciates reading the Above & Beyond notes that are located in the current and past System minutes and thanked the staff for making the Library look good. Also noted he noticed that Algonac-Clay didn't have a quorum and is hoping that this is not a re-occurring problem and also noticed at Capac that no one applied for the student Page position and again is hoping that this is not a trend. Director Warwick explained there is a plan in place for coverage for the Assistant Branch Librarian position that is not being filled at Memphis. The branch is using floaters and other staff to cover most of these hours basically what's happened is their extra coverage time has been eliminated which is about 7 to 8 hours. Member Praet is concerned with this position, which is also the children's specialist and asked who is going to take this over especially during vacation requests during summer. Memphis Branch Librarian Linda Aguinaga explained a schedule is made out and others are filling in during program times etc. Director Warwick also noted this position could be filled possible in the future.
- c) Thank you notices:
 - Belinda Evans
 - Friends of the St. Clair County Library
 - Port Huron Hospital – Community Baby Shower

VII. OLD BUSINESS:

- a) St. Clair County Integrated Information Technology Department "The Plan".
Chairperson Fernandez recommended that they do not vote on the agreement tonight because there is one board member absent and also one board member never received the agreement. After discussion Member Praet and Member Vernier within the next thirty days along with Director Warwick will meet with County Administrator Troy Feltman and IT Director Brian Breise to discuss any questions. Other board members will have one week to forward their questions for this meeting. To accommodate schedules the June 15th Library Board meeting will be held on June 22nd at 6:30 p.m. located at the Marine City Public Library. Director Warwick will notify Troy Feltman, Brian Beise and Lee Masters of this change. Chairperson Fernandez asked that Secretary Kimberley Radatz send a reminder to board members regarding the meeting date change. Both Director Warwick and Chairperson Fernandez stated this agreement tonight is a "Draft".
- b) Detroit Edison Company Tax Assessment Appeal Letter.
Director Warwick explained he has heard nothing. Chairperson Fernandez also noted he hasn't heard anything either.

VIII. NEW BUSINESS:

- a) Rotary International Day Parade July 14th (Wednesday) and Boat Night July 16th (Friday) requesting to close early at 4:30 p.m.

Moved by Member Praet and supported by Vice-Chairperson Moran to approve closing early on July 14th and July 16th at 4:30 p.m. and also send the request over to the County Commissioners. Motion unanimously carried.

- b) Board Member Reports.

Vice-Chairperson Moran – Complimented the Memphis Branch on how nice the Library looks including their garden and the mural that Branch Coordinator Peggy Guoin’s husband Jon painted on the back of the building. Branch Librarian Linda Aguinaga noted the visitor count was up for the month of April. Program Mother and Daughter Tea had an attendance of forty-one, this program was supported by their local Friends Group. A bike stunt performance show is scheduled for the Summer Reading Program kick off party.

Member Praet – First week in June Branch Librarian Vickie Hurley will begin her public training on computers. Marysville Friends held a book sale in May and sold \$765.00 worth. G. Lynn Campbell had their book sale, went very well. Their Friends Group purchased one hundred children books and Friends Member Ruth Kruse read a story to a kindergarten class and gave each child a book. Friends Group also painted the lobby of the Library. Kid programs will continue through the summer. The branch is also excited about having Ronald McDonald visit them on June 28th at 5:00 p.m. Assistant Branch Librarian Veronica Ruck shared all of the projects she has going. Also noted their attendance has gone up. At the St. Clair Branch the pajama program had a great turn out for the younger children, older children were embarrassed. Their fun fair did not have a good turn out (2 attended). This summer they will emphasize on crafts. Fifty attended their Lewis and Clark program and their also excited about their new program being presented by Bob Mack on the Gar Wood speed boats “Wonderful Era of Pleasure Crafts”.

Member Vernier –No report

Chairperson Fernandez – Thanked the Memphis staff for their hospitably tonight. The Guadalupe Center received \$135,000 to remodel their kitchen once this is done (August), this will be a community kitchen and if the Library needs to use it they can. On June 4th on Mackinaw Island the City of Port Huron will find out if they will be one of the few who will receive \$100,000 for our “Cool City Program, total of 147 applications were received. If granted a building will be purchased in or around the downtown area and funds will be used to remodel this building. In this building there will be artist and painters. Also noted the Community Foundation is looking to hire someone to paint a mural on two buildings one will be the Huron Physical Art Center (Huron Theater). Attended a meeting where HAL (History, Art’s and Library’s) is part of the Cool City Program, this could include us. Director Warwick has spoken with the Literacy program regarding opportunities.

NEXT MEETING DATE. Tuesday, June 22, 2004 at 6:30 p.m., located at the Marine City Branch, 300 S. Parker, Marine City.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Moran and supported by Member Vernier to adjourn meeting. Motion unanimously carried. Adjourned at 7:24 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary