

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 18, 2001
210 McMorran Blvd., Port Huron, MI, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland and Sherrlene Snyder. DIRECTOR: James F. Warwick

ABSENT: Carol Plemmons

ALSO PRESENT: Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Community Relations Coordinator, Melissa Weston; children Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan; Technical Systems Assistant, Jerilyn Brown; and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present except Member Carol Plemmons.
- II. APPROVAL OF AGENDA: Moved by Member Burch and supported by Member Moran to approve the Agenda as amended to include the additional correspondence to Kimball Township Supervisor Laura Sturdevant and Ft. Gratiot Supervisor, Madeline McCarthy under VI. Communications: d and e. Motion unanimously carried.
- III. CITIZEN'S COMMENTS: None.

A moment of silence was observed for the victims of the recent tragedies in New York, Washington D.C. and Pennsylvania

- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the 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 August totaling \$42,494.89 and the Regular invoices for August totaling \$56,417.77. Motion unanimously carried.
 - b. Acceptance of Financial Report.
Moved by Member Burch and supported by Member Moran to accept the Financial Report as information. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a. Library Director's Report. Director Warwick asked Board Members if they would be interested in receiving Administrative Team and System meetings notes? They all thought that this was an excellent ideal. Reported that he had written to both Kimball and Ft. Gratiot concerning building issues. He reviewed the statically reports and noted the year to date increase of almost 22%. He had reviewed this with the County Commissioners on the 5th. Other items mentioned were: Library Sign Up Month with all Commissioners getting library cards, update on the Long Range Plan and the Ft. Gratiot project, reviewed the newsletter and the Annual Report within, usage statistics including reading the Cynthia King letter, reviewed the LibraryGuardian project and that it enabled parents to choose for their children, update on our conversion to the Horizon System and compact storage in the basement. We will be revising our statically sheet to show comparisons from the previous years and evaluating what items to report. This will coincide with Bitech. Purchased computers for the Training Room at the Main Library. Received a telephone call from the City Manager, John Osborn from Yale on September 14, saying he was closing the Branch during the noontime (National Prayer Day), that as

a City building he was doing it. Director Warwick explained he as the Library Director did not have the authority to close any facilities.

- b. Department and/or Committees.
- c. Other.

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

VII. OLD BUSINESS:

- a. Director's contract. The updated contract was reviewed. The vacation and personal days were increased as was agreed upon informally when the first contract was negotiated. Working was removed that was incorrect or changed such as in County residence. Vice-Chairperson Snyder remarked that at the College there are no anonymous evaluations being conducted. That if any evaluations by staff would be considered, an equitable solution would need to be identified. At some time in the future, she will examine the best practices of other libraries that may be doing this. Moved by Vice-Chairperson Snyder and supported by Member Burch to extend the Director's contract. Motion unanimously carried.

- b. LibraryGuardian contract:

Director Warwick reviewed the proposed contract. The contract was reviewed by the County. The number of terminals to be protected was reduced since the Technical Training room was not open to the public for general usage and we did not need to incur this additional expense. Also the 29 OPAC were not covered. This is because we are pursuing an alternative way to lock down these computers and to control the printing expenses. If at a later date this changes we may need to increase the number. The contract is for 101 public access computers to be covered (@ \$249. total of \$25,149) and the print recovery (@ \$131 total of \$13,231.) for the same number. Also included are 11 Patron Cash Card Value stations (@ \$3,500 total of \$38,500) and 11 Registration Management Subscriptions for one year (@ \$99 or a total of \$1,089). Library cards would be 30,000 (@\$0.987 total of \$29,610). The total amount of the contract for one year and startup cost are \$103,583 including a discount of \$3,996. On going annual costs would be additional cards as need to purchase. Moved by Vice-Chairperson Snyder and supported by Member Burch to approve the contract and authorize the Director to sign it. Motion unanimously carried.

VIII. NEW BUSINESS:

- a. Library of Michigan FY 2001 LSTA Sub grant LBPH Application.

Moved by Member Moran and supported by Vice-Chairperson Snyder to approved the contract and authorize the Director to sign it for the non-competitive Grant for publicity materials in the amount of \$2,678. Motion unanimously carried.

- b. Schedule Year 2002 Meeting dates and locations.

Director presented a schedule of times and locations for Board meetings in year 2002. Moved by Vice-Chairperson Snyder and supported by Member Burch to approve the schedule pending the approval of the local municipalities the use of their facilities.

- c. Board Member Reports.

Member Moran – Visited several branches, all is well and very busy.

Chairperson Nowland – Visited four branches, all busy and helped judged the art contest at Algonac-Clay. The winners were then displayed at the Algonac Art Festival.

Vice-Chairperson Snyder – Spent lots of time at Main and noted they were very busy.

Member Burch – Visited the G. Lynn Campbell Branch, but at the time there weren't any patrons, close quarters.

- d. Election of Library Board Officers. The meeting was turned over to Director Warwick to conduct the election of officers. Director Warwick asked for nominations for both the Chairperson and Vice-Chairperson. It was moved by Member Moran that Dr. Fred Nowland be nominated as Chair and that Sherrlene Snyder be nominated as Vice-Chairperson and be elected by acclamation. Motion unanimously carried.

NEXT REGULAR MEETING DATE. Tuesday October 16, 2001 at 6:30 p.m., located in the Gilbert-Wilcox meeting room at the Main Library, 210 McMorran Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Chairperson Nowland to adjourn meeting. Motion unanimously carried. Adjourned at 7:20 p.m.

Respectfully Submitted:

Dr. Fred Nowland, Chairperson

James F. Warwick, Director/Secretary