

# ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

## Proposed

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

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

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; Community Relations Coordinator, Melissa Weston; Library Assistant II, Kathleen Wheelihan; Gretchen Krug and Tom Ray

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present.

II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the agenda. Motion unanimously carried.

III. CITIZENS' COMMENTS: None

IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Member Burch to accept the November 20, 2001 Regular Meeting Minutes as presented. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Burch and supported by Member Moran to accept the Millage invoices for November, totaling \$247,745.88 and the Regular invoices for November, totaling \$116,395.50. Motion unanimously carried.

b) Acceptance of Financial Report. Moved by Member Moran and supported by Member Burch to accept the Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick thanked Allison Arnold; Kimberley Radatz and Stanley Arnett for their planning of the installation of the 1<sup>st</sup> floor carpet also thanked staff for their help in moving and re-shelving library material. Circulation for the month of November was up by 27%.

b) Department and/or Committees.

c) Thank you notices from:

Carol Plemmons

Morton Salt Elementary School

St. Clair County Community Mental Health

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

VII. OLD BUSINESS:

a) Extra telephone line for branches.

Tabled until January 2002, Library Board meeting for Branch Coordinator Peggy Guoin to prepare information to be presented.

VIII. NEW BUSINESS:

- a) Proposal for additional Training and Consulting.  
Moved by Vice-Chairperson Snyder and supported by Member Moran to accept Consultant Char Ezell's proposal including to move forward with implementing the Long Range Plan. Motion unanimously carried.
- b) Purchase CD, DVD cases.  
Moved by Member Moran and supported by Member Clement to purchase CD, DVD security cases. Motion unanimously carried.
- c) Board Member Reports.  
Chairperson Nowland – Visited four branches to share Christmas greetings. Had a chance to see the new drop boxes and also noted branches were busy.  
Member Moran – Visited the Memphis branch and received their wish list. Consultant Char Ezell will be at the next Memphis Board meeting. DPW has installed the outdoor sign. A thought was maybe to stencil on the east side of the building? Peggy Guoin and her are working on a proposal for the committee in coordinating prizes with Memphis City. Christmas tree lighting went very well. Computers in Yale are working very well and their new desk looks great, the outside sign has been installed, over all everything is going well.  
Member Burch – Complimented Librarian David Smith at the Main Branch, she was notified by patron Ms. Peggy Frantz that he was working with her and that he answered all her questions and also noted she was more than happy with the services she received.  
Member Clement – Introduced herself as a regular user to all branches (visits two or three times a week). Also noted that Yale is receiving their new shelving and their local board is working on new carpet. People are in the Library all the time. Also noted they need additional space.  
Vice-Chairperson Snyder – Visited the Main Branch three times this month, working on the Friends book sale for the winter sale. Also noted that the staff is working extremely hard on the carpet installation. Visited the Yale Branch for a Mystery program, they were very busy and also getting ready for their new shelving. Set a goal by the end of the year to visit all branches. Asked Director Warwick for an update on the Long Range Plan, what has been done and where the Library is heading.

NEXT REGULAR MEETING DATE. Tuesday, January 15, 2002 at 6:30 p.m., located at the Main Library, 210 McMorrin Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 6:57 p.m.

Respectfully Submitted:

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Dr. Fred L. Nowland, Chairperson

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James F. Warwick Director/Secretary