

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, February 19, 2002
210 McMorran Boulevard, Port Huron, MI, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Betty Clement, Lynn Moran and Fred Nowland
DIRECTOR: James Warwick

ABSENT: Donna Burch and Sherlene Snyder

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children's Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan; Pre-Professional II, Brenda Arnold; Charlaire Ezell, The Extra Edge and Gretchen Krug

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present except Member Donna Burch and Vice-Chairperson Sherlene Snyder.
- II. APPROVAL OF AGENDA: Moved by Member Moran and supported by Member Clement to approve the agenda with the change of moving Consultant Char Ezell – Employee Evaluation after Citizens' comments. Motion unanimously carried.
- III. CITIZENS' COMMENTS: None.

Consultant Char Ezell from The Extra Edge presented options for the Board on the Performance Appraisal. Also noted that the purpose of a performance appraisal (PA) system in an organization is to give back a systematic evaluation of an individual's job. This should be concrete feedback about the employee's performance to co-workers and supervisors. Other purposes are to help an employee to learn how well he or she is doing, identify strengths and weaknesses, provide a method of staff development, and ensure that there is a legal basis for asking an employee to change behavior. The options were, Supervisor – only ratings of an Employee which the supervisors and employees developed a work plan at the beginning of the performance cycle, the employee implements it, the supervisor provides periodic reviews, and, at the end of the project, the supervisor provides feedback indicating how well the employee has fulfilled his or her goals. Second option, Employee – Supervisor evaluate the Employee together, in which the employee and supervisor use same form, fill it out from their different perspectives, then meet to compare their results and discuss the likenesses and differences. Ms. Ezell explained that this was an information presentation only and if the Board decided to go with the appraisals she would recommend in trying a few branches then once the bugs were worked out would implement system wide. Moved by Member Moran and supported by Member Clement to table the Performance Appraisal to the next Library Board meeting. Motion unanimously carried.

- IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Member Clement to accept the January 15, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Clement and supported by Member Moran to accept the Millage invoices for January, totaling \$410,981.88 and the Regular invoices for January, totaling \$150,128.92. Motion unanimously carried.
 - b) Acceptance of Financial Report. Moved by Chairperson Nowland and supported by Member Moran to accept the Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted he would be at the Ninth Public Library Association National Conference from March 12 through March 17.

b) Department and/or Committees.

c) Thank you notices from:

Mainstreet

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

VII. OLD BUSINESS:

a) Extra telephone line for Branches.

Moved by Member Moran and supported by Member Clement to postponed until the next Library Board meeting, (waiting for information from McLeod). Motion unanimously carried.

VIII. NEW BUSINESS:

a) Book purchase in honor of Mary Koch's dedicated services to the Library System.

Moved by Member Clement and supported by Chairperson Nowland to purchase a book in honor of Mary Koch's dedicated services to the Library System. Motion unanimously carried.

b) Circulation Policy.

Director Warwick asked the Library Board to review the Policy and bring back comments to the next Library Board meeting, also noted that Corporate Council will need to review the Policy.

Moved by Member Moran and supported by Member Clement to table the approval of the Circulation Policy until the next Library Board meeting. Motion unanimously carried.

c) Board Member Reports.

Member Moran – Visited the Capac Branch, extremely busy. Also visited the Memphis Branch, things are going very well, will be having a program with the Border Cats for National Library Week, will be having their first book review soon and also working with Peggy Guoin and the Library Board in Memphis to obtain a grant to fix up the other half of the building (coming along well). Starting their computer classes (received a good response). Scheduled a meeting for March 2nd from 10:00 to 11:30 a.m. to recruit Friend members. HC and Sherrlene Snyder volunteered to talk about starting a new Friends group.

Member Clement – Visited the Yale Branch they received all new shelving, the next project is getting an electrician in to reorganize the lights due to the shifting of the shelves. Have new bright curtains and making valances for the windows. Also thrilled to see the thin screen computers, card catalog seems to be working ok. Drop box is beautiful.

Chairperson Nowland – Visited a few branches downriver, they were very busy and loaded. Marine City Branch received new shelving and installed. Watched local TV station channel 6, they televised a citizens discussion group in St. Clair on what to do about downtown, two people stood up and said we need to double the size of the Library.

NEXT REGULAR MEETING DATE. Tuesday, March 19, 2002 at 6:30 p.m., located at the Main Library, 210 McMorrin Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Clement and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:22 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary