

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, June 19, 2001
300 S. Parker Street, Marine City, MI Marine City Public Library
- PRESENT: BOARD MEMBERS: Donna Burch, Lynn Moran, Dr. Fred Nowland, Carol Plemmons and Sherlene Snyder. DIRECTOR: James Warwick
- ABSENT: None
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett; Branch Librarian, Gary Kupper; Branch Librarian, Lois Kaufman; Children's Services Coordinator, Janet Rose; Computer Services Coordinator, Gary Starski; 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.
- II. APPROVAL OF AGENDA: Moved by Member Plemmons and supported by Vice-Chairperson Snyder to approve the Agenda as amended to include library commercials under Communications (c). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Member Plemmons to accept the May 15, 2001 Regular Meeting 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 May, totaling \$101,264.25 and the Regular invoices for May, totaling \$66,353.32. Motion unanimously carried. Director Warwick explained the Summary of Budget Report included in the board packet.
 - b) Acceptance of Financial Report.
Moved by Vice-Chairperson Snyder and supported by Member Plemmons to accept the Financial Report as information. Motion unanimously carried.
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Library Director Warwick noted the Library is on target in majority of the areas with the Long Range Plan, by July would like to have a customer service report available. Also received an estimate from Consultant Charlene Ezell on Training, this will help in areas of our Long Range Plan. Next training provided by Charlene Ezell will be on Difficult Patron; she'll also be helping the libraries with performance appraisals and process uniformity so we are doing our processes evenly throughout the County. Also noted there is a new bill that was introduced last Friday, House Bill 4940, (reorganization of several administrative departments of the State), Director Warwick requested additional information from local legislative on the new bill. Stan Arnett and Angela Klocek will be attending a 211 implementation meeting. Distributed copies of the Departmental Annual Report, also noted the Annual Report was not sent out with the last newsletter (waiting for audited financial figures). The Annual Report will be sent out in the next newsletter. July 18 (Parade) & July 20 (Boat Night) the Main Branch will be closing early at 4:30. Update on the Memphis Branch sign, we have asked the County to proceed on legal process. Invited the board to attend the George Guidall at the Systems meeting if they are not able to attend the night program. The Main Branch had a fire inspection, all items have been corrected. Director Warwick commented on this pass year the library has done a marvelous job on publicity, (bill boards, flyers, a new newsletter, TV commercials, radio announcements); we can see the positive effect in terms of our circulation, each month of this year the libraries were up over 20% except for February which was 14%.

Director Warwick explained the library would be applying for the John Dana Cotton Award, because he feels the System and Community Relations has a good chance of winning this award and deserves this recognition. Director Warwick explained the May 2000 and May 2001 comparison facility report and will be checking on outside ILL requested. Also apologized for not being able to attend the last few board meetings due to his daughters wedding and son and son-in-law's graduation ceremonies.

- b) Department and/or Committees.
- c) New library commercials.

Reviewed the three new commercials which included the Marysville's State Volleyball champs, local children, Janet Rose and two staff members Stan Arnett and Dale Kittendorf, these commercials will be on MTV, Nickelodeon and Lifetime cable stations.

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

VII. OLD BUSINESS:

- a) Director's Evaluation

Vice-Chairperson Snyder distributed the Director's Evaluation summary and explained that in most of the categories the board has ranked Director Warwick at a superior level and in most cases Director Warwick has under scored himself. Moved by Member Plemmons and supported by Member Moran to accept the Library Director's Evaluation. Vice-Chairperson Snyder noted there was one category 2.7 which the text was missing from the summary and will forward updated copies reflecting this category, copies will be forwarded to board members and copy filed in Director Warwick's personnel file. Noted as a whole board the board finds the Director's work as acceptable. Moved by Member Plemmons and supported by Member Moran to accept the Director's report pending corrections. Motion unanimously carried. Vice-Chairperson Snyder noted the Director's Evaluation Form will eventually be reviewed and will delete a few items (Under Category 1. Provides the board with information showing progress on special items) which are no longer applicable. Chairperson Nowland expressed he is very pleased with what is happening with the library and how fast we're moving.

VIII. NEW BUSINESS:

- a) Discussion on choosing three branches for future evaluation consideration.

Branch Coordinator, Peggy Guoin wasn't able to attend tonight's meeting, Director Warwick explained. Peggy Guoin requested a proposal from each branch asking who would like to be one of the three branches. Algonac-Clay, Memphis and Yale were chosen to have the analysis done. Vice-Chairperson Snyder noted the Main Branch should be included with the other branches for the analysis because we are looking to expand and that the branch is changing so much. Director Warwick noted three parts to be evaluated were signage, space allocation and procedures to aid efficiency, accuracy and convenience (Goal #4 Objective #4 on the Long Range Plan). Consultant Charlene Ezell will be performing the evaluation on procedures at these branches. Assistant Director Arnett has contacted Chris DeBear from Library Furniture Designs to come in and do some of the evaluation for us except for signage which we will have someone else. Moved by Vice-Chairperson Snyder and supported by Member Moran to review the three branches as recommended and have the consultant perform the appropriate evaluation portion. Motion unanimously carried.

- b) Board Member Reports.

Member Moran – Spoke with Melissa Weston regarding the Survey for Memphis and asked the board to approve the cost for the survey (approx. \$200.00 which does not include the cost to analyze the survey). Vice-Chairperson Snyder recommended either to pay from their Library Material Budget or to contact Marilyn Hebner, Friends of the Library for them to help. Would like to have the survey available for the Memphis Festival, first week in August. Director Warwick noted he, Vice-Chairperson Snyder and Branch Coordinator, Peggy Guoin will assist in writing the survey. Commented on the new Branch Librarian at Memphis, she's seems to be very well liked and excited about her new position. Visited Capac, Branch Librarian Patsy Beischer is working on the circulation desk design also working with a sign maker in Capac. Director Warwick would like to encourage on future signs that we indicate that this branch is a branch of the St. Clair County Library System.

Member Plemmons – Visited the Capac Branch and received good feed back about the Summer Reading Program, will be visiting the Yale Branch soon.

Chairperson Nowland – Missed Ira’s visit this month, visited the Fishing Derby Program at Algonac-Clay everyone was having fun, also visited the St. Clair Branch a couple of times and visited the Marine City Branch for their Music Fest, had a good turn out (program was standing room only).

Member Burch – Will be visiting the Ira Branch soon. Visited the Marine City Branch and saw balloons that were created at the Magic show, they were quite busy also had a tour of the Marine City Branch. Marine City is requesting a laminator, picnic table for outside programs and more children’s videos that can go out for seven days and additional space.

Vice-Chairperson Snyder – Main Branch moving along and very busy. The Friends are holding a book sale on Friday and Saturday June 22nd & 23rd. Have been working on some of the presentations for the George Guidall’s program for tomorrow night. The Summer Reading Program had over 170 show up, originally 74 signed up. Visited the Algonac-Clay Branch during the Fishing Derby Program, they were very busy. Visited the Memphis Branch on Saturday. Attended the 50th Wedding Anniversary on Sunday for two of the best library friends, Art & Martha Walker (Former Assistant Director). Recommended the Board to attend the County Commissions meeting Wednesday night for Director’s Warwick presentation.

NEXT REGULAR MEETING DATE. Tuesday, July 17, 2001 at 6:30 p.m., located at the St. Clair Public Library, 310 S. Second Street, St. Clair.

IX. ADJOURNMENT: Moved by Member Moran and supported by Vice-Chairperson Snyder to adjourn meeting. Motion unanimously carried. Adjourned at 7:32 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary