

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 17, 2003  
2 Jones Street, Yale Public Library

PRESENT: BOARD MEMBERS: Lynn Moran, Helen Praet and Peter Vernier.  
DIRECTOR: James Warwick.

ABSENT: Betty Clement and Randy Fernandez

ALSO PRESENT: Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Branch Librarian, Patsy Beischer; Branch Librarian, Gary Kupper; Branch Librarian, Kay Raye; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown, Bob Dent, Sharon Henry, Gretchen Krug, Arlene Marcetti, Dorothy Melton, Lorraine Smith and Gwen Wood.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Moran at 6:30p.m. Members absent were Chairperson Fernandez and Member Clement. Vice-Chairperson Moran thanked Librarian Kay Raye for hosting the Library Board meeting. It was also asked if everyone noticed the nice sign announcing the meeting as you entered town?

II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Praet to accept the Agenda. Motion unanimously carried.

III. CITIZENS' COMMENTS:  
County staff member and Local 1089 President, Kathleen Wheelihan asked for a couple of clarifications from last months meeting. Regarding the changes of the requirements for a job, the Branch Librarians went from no degree required to a bachelor degree being required. How do they justify this because the job hasn't changed? Director Warwick explained yes the job has changed. There are new responsibilities for the automated system, added public use computers and databases in the last years. Why hasn't the salary change? Director Warwick explained this is something he is working on with the County Commissioners. What is the point system that is being used to qualify them for this job? The County is also screening the applicants. Adult Services Coordinator, Allison Arnold explained in the recruitment process you can request the top 10 applicants etc, but she has never did that. Ms. Wheelihan also noted that employees who have demonstrated that they can do a good job should have an opportunity to demonstrate that they have the knowledge to do that job. Vice-Chairperson Moran said they would look into it.

IV. APPROVAL OF MINUTES: Moved by Member Vernier and supported by Member Praet to accept the May 20, 2003 Regular Meeting Minutes as amended to state that the \$778 earned by the St. Clair Friends group should be attributed to the Marysville Friends Group (Member Praet amended). Motion unanimously carried.

V. FINANCIAL REPORT:  
a) Approval and Ratification of Bills.  
Moved by Member Vernier and supported by Member Praet to accept the Regular invoices for May 2003, totaling \$5,234.81 and Millage invoices for May 2003, totaling \$65,086.50. Motion unanimously carried. Refer to Director's report for explanation of (2) two invoices over \$10,000 (procurement card and Pitney Bowes).  
b) Acceptance of Financial Report.  
Director Warwick explained as of the end of the month the amount that is spent out of the Regular budget was \$430,568.96 and spent out of the Millage budget was \$797,611.79 and combined budgets spent is \$1,228,180.75. Noted they are under spent at this time, except for the deficient, but at midyear he will be giving a more thorough report.

Moved by Member Vernier and supported by Member Praet to accept the May 2003 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.  
Director Warwick spoke with Randy Maiers of the Community Foundation and he will have a representative to speak at the July meeting about the agreement so we can start doing fund raisings for the Library. Spoke to Paul Bailey from Stewart Beauvais and Whipple regarding the audit. He doesn't have it quite done yet but will be meeting with him next week. Randy Fernandez will also be there. Paul Bailey mentioned the fund balance is at \$1.1 million dollars and he also thought that the audit was looking good. Will be mailing to board members the County Personnel Policy and the CIP (Capital Improvement Program). The Library is very low priority in the CIP report and part of the reason is that we don't have funding or a plan yet. These are things we are working on. Included in the board packet is a reserve fund use statement (Capital replacement). We need to look at this closer and maybe have a policy statement to go along with it and to discuss with the County Administrator, Troy Feltman closely to see how he would like to see this develop to show our needs. The Internet Policy has been sent to the County for review once received back we'll go ahead with this. Had a meeting with the Library Committee of Burtchville. They're going in front of their Township Council asking that they have a building dedicated to the Library. Explained the library would be able to increase the library material but could not have additional hours. This requires approval from the Library Board and the County Commissioner's and if they wanted to do this next year they would have to work quickly to get it in this year budget process for next years budget. MiLE will be starting July 1 for the public. Staff has been trained. On July 9<sup>th</sup> at 6:00 p.m. Director Warwick will be given his annual update to the Human Services Committee and asked if anyone had anything they wish to add and also invited them to attend. Have been talking with Vice-Chairperson Moran and Member Praet regarding one of the activities of the personnel committee. Will be working on the material that Char Ezell has given them and will work up a policy manual for the staff that will not conflict with the County or the Contract but will help clarify different issues that come up in the Library. This will give staff clear directions on how to handle things and how we operate. Staff will have full review this will then be presented to the full board. Then what is approved by the Library board will be reviewed by the County.
- b) Department and/or Committees.
- c) Thank you notices:  
Karen Micklatcher & Sharon Edmondson – Girl Scouts  
Moved by Member Vernier and supported by Member Praet to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Community Foundation of St. Clair County.
- b) Audit Report.  
Director Warwick explained there is no action required for information under Old Business, both will be on next month's agenda.

VIII. NEW BUSINESS:

- a) Submission of By-Laws to Corporate Counsel for review and readopt at the next Annual Meeting.  
Moved by Member Vernier and supported by Member Praet to readopt the By-Laws and to be submitted for Corporate Councils review. Motion unanimously carried.
- b) Review Policy for the Display of Informational Bulletins, Brochures and Posters.  
Moved by Member Vernier and supported by Member Praet to readopt the Policy for the Display of Informational Bulletins, Brochures and Posters. Motion unanimously carried.
- c) Rotary International Day Parade July 16<sup>th</sup> (Wednesday) and Boat Night July 18<sup>th</sup> (Friday)  
Requesting to close early at 4:30 p.m.

Moved by Member Vernier and supported by Member Praet to recommend to the County Commissioner's to close the Library at 4:30 p.m. instead of the regular 9:00 p.m. on July 16<sup>th</sup> and July 18<sup>th</sup> due to the parade and boat night celebrations. Motion unanimously carried.

- d) Requesting approval to fill Assistant Branch Librarian position and two pages at Capac Branch.

Moved by Member Vernier and supported by Member Praet to approve to fill the Branch Librarian and two page positions at Capac Branch. Motion unanimously carried.

- e) Board Member Reports.

Member Vernier – No report at this time.

Member Praet – Marysville Branch “Summer Reading” kick off party was last Friday. Marysville antique appraisal too successful had problems with too many people attending and had to turn folks away. Any complaints please refer them to Helen Praet. Marysville story hour and Kids Creations to continue all summer. G. Lynn Campbell Branch is very excited about MiLE. G. Lynn Campbell did not have a “Summer Reading” kick off either but are given a gift for each person who registers. St. Clair Branch had a poor turnout for the hydroplane speaker – could have been the weather. Julie Alef is working on updating the core collection at St. Clair and also continuing her work with the Algonac schools (accelerated reader program).

Vice-Chairperson Moran – Memphis Branch pre-teen group is going well. Memphis computer usage is down – probably due to the removal of certain games. Scout troop to continue to work on landscaping. Capac Branch Librarian Patsy Beischer noted they did not have a “Summer Reading” kick off party but invited school groups. There has been a good response. Capac is working with some students to create a bi-lingual story time (possible grants for bi-lingual material available). Director Warwick congratulated Branch Librarian Kay Raye for her involvement with the Rural Conference Committee. The ISD's TEC program presented a plaque to thank the Library for hosting a volunteer; this person has put in many hours for us and was very dedicated. Administrative Services Secretary, Kimberley Radatz's mother passed away – our condolences to her and her family.

NEXT REGULAR MEETING DATE. Tuesday, July 15, 2003 at 6:30 p.m., located at the Marysville Library, 1175 Delaware Boulevard, Marysville.

- IX. ADJOURNMENT: Moved by Member Praet and supported by Member Vernier to adjourn meeting. Motion unanimously carried. Adjourned at 7:10 p.m.

Respectfully Submitted:

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Lynn K. Moran, Vice-Chairperson

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James F. Warwick, Director/Secretary