

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

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

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

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services
Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson;
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 and Pre-Professional II, Brenda
Arnold

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

II. APPROVAL OF AGENDA: Moved by Member Burch and supported by Member Clement to
approve the agenda with the correction of changing Internet Policy to Circulation Policy under Old
Business. Motion unanimously carried.

III. CITIZENS' COMMENTS: None.

IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Member Clement to
accept the February 19, 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 Vice-Chairperson Snyder to accept the Millage
invoices for February, totaling \$66,873.68 and the Regular invoices for February, totaling
\$56,517.76. Motion unanimously carried.

b) Acceptance of Financial Report.

Moved by Member Clement and supported by Vice-Chairperson Snyder to accept the
Financial Report as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted he went to the Public Library Association, Ninth National
Conference found to it be a very interesting conference, tried to go to things on a variety of
different topics (Public Relations, Personnel, Services, Talking to Elective Officials and other
items). Thanked the Board for him attending, it was well worth it. Librarian Dale Kittendorf
also attended. Also noted would like to see how effective is the Library's publicity and is it
effective because we spend a lot of money on publicity? Next Conference will be located in
Seattle, two years.

b) Department and/or Committees.

c) Other.

Chairperson Nowland noted in tonight's board packet they received two thank you notices
from The Friends of the Library and Downtown Mainstreet. Chairperson Nowland also noted
he really enjoys reading the administrative team notes. Director Warwick noted
the administrative team notes are distributed to each branch and put in the staff lounge.
Moved by Vice-Chairperson Snyder and supported by Member Burch to receive and file
Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Approval of revised Circulation Policy.
Director Warwick proposed to the Library Board to approve the Policy as an interim policy to be reviewed again in another four months, because we are going to start implementing the Library Guardian program and there are going to be different things that may have to be changed. We can come back to the board and make the appropriate changes. Moved by Vice-Chairperson Snyder and supported by Member Moran to approve the Circulation Policy as amended and to be reviewed again in July with the following changes. On page 2 of Section Library Card Registration, to add another level (open PG13 to youth) where the parents are requested to select if they desire to restrict video check out by their minor and also to change on page 1 Appendix C, the fee for Visitor Internet use card from \$5.00 for 10 uses of 1hour each to a fee of \$2.00 (cost of the card) for 30 days (as long as it's permissible with the MichiCard, if there is a problem this fee will become the cost for non-resident Internet use only). This can be done for a while to see what actual use we're getting on this card noted by Vice-Chairperson Snyder. Director Warwick to look into the MichiCard issue. Vice-Chairperson Snyder noted that they would need to look at fines in the future. Motion unanimously carried.
- b) Discussion on computers for board members.
Director Warwick received available email addresses from board members. Chairperson Nowland thinking about computer issues.
- c) Extra telephone line for Branches.
Branch Coordinator, Peggy Guoin explained the total cost for installation, telephone and monthly bills would be around \$3,088.00 for seven branches (Algonac – Clay, Ira, Marine City, Memphis, Yale, Capac and G. Lynn Campbell) to add an extra telephone line. Moved by Vice-Chairperson Snyder and supported by Member Clement to moved ahead on the extra telephone line for Branches. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Millage Renewal.
Director Warwick explained that the Election date would be August 6, 2002 and also noted a correction was necessary adding the City of Algonac. Vice-Chairperson Snyder also noted a correction with the expiration of the year should be 2002. Vice-Chairperson Snyder noted that after the meeting this evening, someone needs to call Commissioner Pat Anger and let her know that the Library board has passed the Resolution and to forward a copy to her before the next Human Services Committee meeting (first Wednesday of April). Director Warwick explained that one item is not included here as Mr. Tomlinson explains in his letter that the renewal goes to November so we have another Headlee reduction. But it is not calculated until May, so we have to pass this on in a general form and the County Board would have to add once they have it in their hands. Moved by Vice-Chairperson Snyder and supported by Member Clement to have Director Warwick move ahead with the material to the Board of Commissioners and set the Millage Election into Motion. Vice-Chairperson Snyder requested that this is done with a roll call. Member Burch, Yes; Vice-Chairperson Snyder, Yes; Member Clement, Yes; Member Moran, Yes; and Chairperson Nowland, Yes. Motion unanimously carried.
- b) Establish a Reserve Fund for Ft. Gratiot Branch – Resolution.
Director Warwick proposed that the Board passes the Resolution that says the Library will Reserve. Chairperson Nowland asked where Ft. Gratiot was in their discussion. Director Warwick explained they are in the process of talking; the critical item right now is property. The Village is in the process right now of trying to purchase property for a new Township Hall. They do have the funds to build the Township Hall so they won't have to be bonded for that item. What we're looking at is a campus affect, where the Library, Park and Township Hall are all together. At the last meeting it was felt that before they can proceed further the location was critical and once they have that they can start the full process. If the property isn't large enough they will have to proceed individually separate from that. Also noted their looking at a joint project what would be a private public partnership to see if they can do some fund raising in/outside the community to help defray the cost. Moved by Member Burch and supported by Member Moran to establish a reserve fund for the Ft. Gratiot Branch. Motion unanimously carried.

- c) Selection of three branches for study.
 Moved by Member Clement and supported by Member Moran to have a study done if willing on Capac, Marine City, Marysville and St. Clair. Vice-Chairperson Snyder asked if at sometime will we be looking at how we can help at Lakeport? Maybe something we can do to better serve that particular community and that facility? Director Warwick noted not really, we need more space to do more things; we could put a book drop there but has a concern because of the long time in between that those books would be sitting out there. A book mobile would be an option with the new technology. Vice-Chairperson Snyder noted the problem is not the cost of the bookmobile it's the cost of staffing (requires two people). Motion unanimously carried.
- d) Board Member Reports.
 Member Moran – Spent a little time in Memphis writing a grant for the branch with Peggy Guoin for the expansion project, things are really going well there. Staff is working out real well. Had a meeting a week ago last Saturday to recruit people interesting in becoming members to a Friends group. Mr. H.C. Snyder was the speaker and that went very well had quite a few people there. He did a wonderful job in presenting basis information needed. The gals made cookies and had coffee, just really great. Currently they're putting together a steering committee and going forward with that. Visited Capac, things are going well there. They have two new employees, working out real well and working out their clichés with the new Horizon system.
 Member Clement – Visited the Yale Branch, March is Reading month and so far the activities have been well attended. Everyone seems excited about the proposals and things that are happening. Waiting for the lighting to be fixed, maybe tomorrow.
 Chairperson Nowland – Visited the Ira Branch, spoke with Branch Librarian Gary Kupper regarding the complaint on handicapped access at the Library. This has already been discussed with the Township. When the weather breaks they'll be installing a new ramp off the front and not the side. Seeing school buses at the branches. Met the new City Manager of Marine City with Branch Librarian Lois Kaufman. Will be meeting the new City Manager of Algonac with Branch Librarian Kathy Lisco, he'll be starting March 25th Director Warwick will also be going with.
 Vice-Chairperson Snyder – Friends of the Library had a book sale slightly over \$1,000.00, also for the first time had the Friends members "only" preview sale made \$100.00. Been in and out of libraries. Reminded that the Countywide combined Friends meeting will be this Thursday at the Marysville Branch. H.C. Snyder is in the process of getting a tax ID number and then they can establish a bank account for the campaign. At the Friends books sale received two complaints not having enough adult programs.
 Member Burch – Visited the Marine City Branch, they were just finishing a children's program, they are very pleased with their new furniture. Also visited a Library in Indiana, found out that just the City residents can use it, no one on the outer lying area has access to the Library!

NEXT REGULAR MEETING DATE. Tuesday, April 16, 2002 at 6:30 p.m., located at the Lakeport Book Deposit, 7097 Second Street, Lakeport.

IX. ADJOURNMENT: Moved by Member Clement and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:36 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary