

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, March 18, 2003
210 McMorrان Blvd, Port Huron, Gilbert Wilcox Meeting Room
- PRESENT: BOARD MEMBERS: Betty Clement, Randy Fernandez, Lynn Moran, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.
- ABSENT: None
- ALSO PRESENT: 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 Services Coordinator, Janet Rose; Clerk, Susan Bowen; Clerk Typist I, Cathy Kilbourn; Community Relations Coordinator, Melissa Davis; Librarian IA, Dale Kittendorf; Library Assistant I, Kathleen Wheelihan; Pre-professional II, Marianne Kemp; Technical Services Assistant, Jerilyn Brown; Times Herald, Fred Woodhams, Brenda Arnold and Gretchen Krug.
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:35 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Fernandez to accept the Agenda with the following changes under New Business. Add the formation of two committees, Finance Committee and Personnel Policy Committee and postpone the Review of Electronic Resources/Internet Use Policy and Addendum. Motion unanimously carried.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Member Clement and supported by Vice-Chairperson Moran to accept the February 18, 2003 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Director Warwick noted the payment of \$10,663.61 to Baker & Taylor was a combination of vouchers by the County.
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for February 2003, totaling \$9,487.68, Millage invoices for February 2003, totaling \$32,449.33. Motion unanimously carried.
- b) Acceptance of Financial Report.
Director Warwick explained he received a note from County Deputy Administrator/Controller, Bob Kempf that the de-valuation of the Detroit Edison Plant did take place so the Library will be receiving \$34,148 less. Also hopes by next month they'll be able to have a better understanding of knowing what the Penal Fines will be. Fines, fee's and rental are higher then normal. The Library qualifies for a 64% rebate from the Universal Service Funds if approved, an application has been completed this rebate covers Internet and telephone cost.
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the February 2003 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Director Warwick explained the Board received tonight a copy of the Library's CIP (Capital Improvement Plan). The County has a deadline of March to get these projects in. What we are looking at right now is an addition to this building in the year 2007 or 2008. State Report is done, filed and complete. Thanked the Friends at their meeting for their donations of \$16,000 in support for the Library. The Friends are starting to build

their funds up again (book sale bought in \$1,600). Asked the Library Board if they wanted an audit or a complementation report from the auditors? Chairperson Fernandez explained County Administrator, Troy Feltman has offered a separate audit from the County for the Library and also to pay for it (estimate \$4,000). Moved by Member Vernier and supported by Member Clement that the Library has a separate audit including notes from the County and done by Stewart Beauvais and Whipple. Motion unanimously carried. Member Clement asked why there was a concern with Richmond? Director Warwick explained they have requested funds for our patrons using their Library. Richmond is saying there is an imbalance in user so Director Warwick has gathered statistics together to show we're supporting patrons in other counties. Also we do not have the funds.

b) Department and/or Committees.

Chairperson Fernandez noted the Library Board does read the communications. Also asked if the LibraryGuardian is working well throughout the system? Yale, Marysville, and St. Clair have reported problems and Capac and Memphis are both doing well. Director Warwick received an email from Computer Services Coordinator, Kalif Davis that he was working on situations at different branches. Director Warwick is to stay on top of the LibraryGuardian problems and if anyone is having problems to notify him and Kalif. Moved by Member Clement and support by Vice-Chairperson Moran to receive and file Library Director's Report and Department and/or Committee communications as information only. Motion unanimously carried.

c) Thank you notices:

MainStreet Welcome Center

MediLodge

David Weinert

Moved by Member Vernier and supported by Member Clement to accept the Thank you notices. Motion unanimously carried.

VII. OLD BUSINESS:

a) Memorandum of Understanding between St. Clair County & St. Clair County Library Board.

Chairperson Fernandez asked that the Board reviews the draft and notify Director Warwick with any comments. He hopes at the next Board meeting they would discuss this further and take it up for a vote at that time. Also noted if anybody in the public asks, that it's still being looked at and moving forward. Vice-Chairperson Moran noted she felt that this would open the lines of communications.

Moved by Member Vernier and supported by Member Praet to table the Memorandum of Understanding between St. Clair County & St. Clair County Library Board to the next Library Board meeting, April 15th. Motion unanimously carried.

VIII. NEW BUSINESS:

a) Requesting approval to fill Branch Librarian position at St. Clair Branch.

Director Warwick asked that this position be filled as soon as possible. Member Praet asked if this position has to be posted outside if an internal person is interested? Director Warwick explained that this had to be posted in-house, and if no one inside qualified for the position then it would be advertised to the public. Member Praet asked regarding the qualifications are they going to request that this person has a Bachelor degree (in any area) and/or experience? Director Warwick, yes and also noted he has visions down the road that they'll be hiring professional Librarians for branch heads. Director Warwick explained that the Library is following the County's recruitment process.

Moved by Member Clement and supported by Vice-Chairperson Moran to approve the hire of a Branch Librarian position at the St. Clair Branch. Motion unanimously carried.

b) Technology Plan - Draft.

Director Warwick explained this draft is the work of the Technology Committee and also is the part of qualifying for the Universal Service Fund, the Library's Long Range Plan and the Technology budget is also included in this Plan. The major item that changed in this Plan is hardware items, the other items that changed are within the budget and have always had. Assistant Director Stanley Arnett acknowledged the committee members

being Kalif Davis, Lorraine Datre, Peggy Guoin, Dale Kittendorf, Jerilyn Brown, Gary Kupper and Kaye Ray. This committee discusses technology issues, makes decisions and recommendations regarding technology also very instrumental in developing this Technology Plan. The Plan itself follows the Long Range Plan Goals. Also explained he doesn't think they'll be able to do everything in this Plan, but it's something to strive for. In order to apply for the USF you have to have a Technology Plan and filed with the State Library. Chairperson Fernandez noted the Finance Committee would continue to review the replacement of staff computers. Moved by Member Vernier and supported by Member Clement to approve the Technology Plan. Motion unanimously carried. Member Praet noted she appreciated all the hard work that the staff has done.

- c) Formation of Finance and Personnel Policy Committee.
Finance Committee finalized at last months meeting. Vice-Chairperson Moran suggested that they form a Personnel Policy Committee to see some of the Long Range Plan ideas worked on, give attention to lines of communication that employee's are using and there are a lot of areas that can be looked at to see if there can be improvements made and address staff concerns. Director Warwick explained there are things that he would like to see as he recommended at the Finance committee meeting such as In-Service training day for staff, also noted there are some things they can not do they include wages, condition of employment and hours, but we have a draft Personnel Policy that could be discussed. Library Board to submit ideas to Director Warwick regarding the criteria for this new committee and also suggested that they choose two committee member names and Director Warwick will bring back to the Library Board and discuss.

- d) Board Member Reports.
Vice-Chairperson Moran – Spoke with Branch Librarian Linda Aguinaga at the Memphis Branch and said the LibraryGuardian is doing much better. The Memphis Friends are active and formatting a six-month Plan for activities and also having a mothers night next month. Their goal is to raise enough funds to improve the other half of the building. Things are also going along well at the Capac Branch.

Member Clement – Continue to be very active and lots of participation with all of the programs, future program is “Alone Across The Arctic” and also March is Reading Month. Branch Librarian Kaye Ray explained they have started an Adult Reading Group and one of their programs is an Alaska travelogue “Alaska: The Last Frontier”, they have been real busy. Recently the Friends Group has purchased books and the Branch has done a program around these books “Meet the America Girls”.

Member Praet – Visited three branches including G. Lynn Campbell Branch, very small but has so many good programs, was also impressed that the staff marks their children's books with the New Berry, Caldecott winners. March they had Kid Kreations Program and the St. Patrick's Day Craft (24 children attended) also March is Reading Month and yesterday they had a program “Book It With The Beacons”. For April they already have things planned including Easter crafts and spring crafts. G. Lynn is very active with their community and has the Sparlingville Elementary School classes come over (works very well with their elementary school next door). Made a suggestion that they hold their project meetings in the schools cafeteria. Visited the St. Clair Branch, there are two staff members who are retiring, Branch Librarian Leona Moran (April) and Assistant Branch Librarian Jackie Fournier (July). Very impressed with their Library beautiful, open and spacious, also noticed they have two separate computers away from the other computers just for the children. She likes the standing table for the OPAC equipment. They have a lot of things going on, March is Reading Month, Family program “Thumb History”, “Read With Ronald McDonald” also “Alone Across the Arctic” with Pam Flowers, this program will also be at the Marine City Branch other programs include Kids Kreations on Mondays and Thursdays, Small Wonders on Fridays and Lapsit on Wednesdays and also the Discovery Program from the ISD on Wednesdays. Marysville Branch also has a lot of programs they always have a good attendance with their craft programs. Story Time is every Thursday morning; Reading for Entertainment is really a big item for the children (give out movie tickets for the Marine City Cinema). The AARP tax volunteers are available Monday from 10:00 until 2:00 at Marysville. The Branch will be getting all new lighting. They have been experiencing a terrible time with their heating system and

not sure what they're going to do. Was finally able to remove the video game from the computers. People are happy at the Marysville Branch!

Member Vernier – Visited the Marine City Branch and received a tour from Branch Librarian Lois Kaufman. They are very busy with children and the activities that are going on. Was more interested in the day to day operations regarding the physical space and how things work mechanically and how things work in personnel situations, (learned quite a bit) hope to use this information in future discussions. Visited the Ira Branch but didn't have a chance to visit the Algonac – Clay Branch. Chairperson Fernandez thanked Member Vernier for serving on the Finance Committee.

Chairperson Fernandez – Invited Randy Maiers, Executive Director of the St. Clair County Community Foundation to meet with Director Warwick and himself. Good news is that there is \$1,093.00 in a fund called the Lawrence Owen Fund. The Community Foundation would like the Library to put the Lawrence Owen Fund into a donor advisory fund. Currently it is in a designated fund. The Library Board needs to make a motion and for Director Warwick to write a letter to Randy Maiers at the Community Foundation that the Library Board is renaming the Lawrence Owen Fund to the St. Clair County Library Fund and designate this fund as a donor advisory fund. We will also be in communication with them in setting up a board for this purpose. This letter will start the process. Moved by Member Clement and supported by Vice-Chairperson Moran to request Director Warwick to send a letter to the Community Foundation requesting this change. Motion unanimously carried.

The Community Foundation will do a lot of the leg work for the Library, Director Warwick and whoever the Director chooses would work hand in hand in the advertising and the marketing. By-Laws would need to be drawn up for these funds. The cost for the Library would be staff's time in working regarding the endowment or gift given project and an annual fee to run the account of 1.5%; also the Foundation will put the Library in touch with donors. The Library will need to form an advisory board (they meet usually once/twice a year and review the amount and give recommendations to the Library Board) and By-Laws would show how the funds are to be used.

Director Warwick explained by using the Community Foundation in Michigan, is an advantage over setting up their own endowment fund. This is going to take a great deal of organization, we will need to build a "tree" out there to get people to participate in this. Our job will be visiting different friends groups, advisory groups branch librarians to sell them on this idea and also to establish a need. These funds are segregated and are owned by the Community Foundation and not owned by the Library. Chairperson Fernandez noted he may or may not be at the April 15th Board meeting due to his family being on vacation.

NEXT REGULAR MEETING DATE. Tuesday, April 15, 2003 at 6:30 p.m., located at Algonac-Clay Branch, 2011 St. Clair River Drive, Algonac.

- IX. ADJOURNMENT: Moved by Member Vernier and supported by Member Clement to adjourn meeting. Motion unanimously carried. Adjourned at 8:07p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary