

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, March 15, 2005
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Kathy Nicholl, Helen Praet and Peter Vernier.
DIRECTOR: James Warwick.

ABSENT: Lynn Moran and Arnold Larson

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Librarian IA, Anne Marie Bedard; Library Assistant I, Barb Adent; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Technical Service Coordinator, Lorraine Datre and Gretchen Krug.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:31 p.m. All members present except Vice-Chairperson Moran and Member Larson.

Pledge of the Allegiance

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

III. CITIZENS' COMMENTS:

a) Staff members:

Kathleen Wheelihan explained she wanted to make a couple comments to make sure everyone understands some of the difficulties they are going through. Her understanding with the agreement with the County is the Library IT staff would continue to remain with the Library, now they both have been transferred out! Also explained that there are other difficulties that the staff are dealing with in order to keep things going, such as staff are splitting their days in order to cover, working extra nights in a week, juggling personal schedule, things are really not working well!

Barb Adent (Main Library) expressed her thoughts about the board's decision to form a communication committee. She thought it was a good idea. She attended a meeting where the board instructed the director to go back to the staff and talk to them about the budget and come back with some more ideas. When the meeting started the director explained what plan he was going to use for the budget and then asked if they had any questions about it. This is not what she had expected for the meeting but went ahead and shared her ideas she had. In short when she left the meeting she thought the meeting was a complete waste of her time and felt insulted by the fact that they were being told how it was going to be and felt that Director Warwick came to the meeting with his decision already made and the meeting was simply to pacify the staff and to meet the board instructions to talk with the staff about the budget.

General public: None

IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Member Nicholl to approve the February 15, 2005 Regular Meeting Minutes. Motion unanimously carried

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained the invoices meeting the board's criteria, also are explained in detail in his director's report. Member Praet asked about the Baker & Taylor invoice for \$5,325 for licenses on software. Director Warwick noted he would check in to why there is a charge for this service and will have a report at the next board meeting.

Moved by Member Praet and supported by Member Nicholl to approve the Regular invoices for February 2005 totaling \$21,433.63 and Millage invoices for February 2005 totaling \$140,208.56. Motion unanimously carried.

- b) Acceptance of Financial Report.
Director Warwick explained because it is to early in the year he has not did a close analyst and once we get into the end of the first quarter he'll look at things a little closer also noted that fines and fees are coming in ok. Moved by Member Praet and supported by Member Nicholl to accept the February 2005 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick explained yes we are having problems with our Novell system and the County wants to go to a Microsoft system. Director Warwick has asked Assistant Director Stanley Arnett to look into both systems comparing them. Also explained he didn't think in the IT agreement they promised that our IT people would stay here, there was always the understanding there would be cross training and would be in other places. Member Praet said she thinks it was somewhere that the Computer Services Coordinator would stay here. Director Warwick said it was not in the agreement but it was the understanding. Chairperson Vernier explained we are six months into the agreement and we agreed to give them one year. He also hopes that any problems that we are having are logged and this can be discussed at the one year. Director Warwick explained he had Tiffany Fournier County IT attended the afternoon administration meeting to discuss IT issues and also invited her to the systems meeting. Working with staff on the 2006 district budget and not sure he would have it done by the April meeting. Also noted he does not want to be held to the proposed district budget because it can change. Explained a committee has been established for the Thomas Edison Business Award, committee members are Kathleen Wheelihan, Jane Perukel, Melissa Davis, Stan Arnett and himself, thinks this is an excellent opportunity to learn more about us. Trying to improve on his communications among staff by sending out notes to all. Also at this week's administration meeting it has been decided to change the name to communications council and will invite other staff to the meeting to participate, this meeting will be held in the meeting room. Friends had their meeting on Friday, they approved to donate \$2,690 to the teen and children's summer reading program and contributing \$660 for a color observation video system here at Main. Chairperson Vernier asked has the security been reviewed since the incident at the Community College? Director Warwick explained the situation is a little different here then at SC4. IT staff have been asked to wear ID and also noted at SC4 this area really isn't monitored and he has never seen anyone in that area! Normally at branches there are two staff members also has advised the staff if they are alone and they feel uncomfortable they are not to leave from behind the desk and they are to stay close in reach of a telephone. Chairperson Vernier said he can not see anytime where a staff member be left alone also feels a note should be sent to staff asking for input for any concerns they might have. Director Warwick noted it would be bought up again at the next systems meeting. Director Warwick acknowledged a thank you notice sent to Faith Wormsbacher from the foster grandparents. Moved by Member Nicholl and supported by Member Praet to approve the Library Director's Report. Motion unanimously carried.
- b) Department and/or Committees.
Member Praet asked Director Warwick could we have something set up for volunteers? Director Warwick noted before we do a lot of volunteering we would want to get a volunteer brochure together. There should almost be a screening process, this needs to be reviewed because of the areas of where they would be working and before we do this it needs to be done an establish way. Maybe background checks (criminal and license checks) and should this also be done for new hiring? Chairperson Vernier said it is appropriate to have a policy on this and this needs to be set up. To be placed on the next month's agenda and once this is set, it can be forwarded to the County Board of Commissioners to let them know what we did.
- c) Thank you notices:
Friends of the St. Clair County Library
MainStreet – Community Welcome Center

VII. OLD BUSINESS:

- a) Detroit Edison Company Tax Assessment Appeal Letter.
Director Warwick explained the only thing he has heard is the Michigan State Tax Tribunal has set a September 12th trial date and this item will remain on the agenda until it is settled.
- b) Long Range Plan.
Detailed discussion took place regarding the Long Range Plan and Chairperson Vernier suggested they use the plan as an outline for district. Director Warwick noted he would ask for community leaders outside of the library all through the County to be included on the Long Range Plan Committee including a couple staff (ten individuals). Chairperson Vernier recommended mileage be paid to the ten individuals. Director Warwick and Chairperson Vernier will meet and discuss further and then will bring information back to the board.

VIII. NEW BUSINESS:

- a) Basic training for trustees April 23rd, Roseville Public Library.
Director Warwick explained the MLA is hosting a basic training for trustees on April 23rd (closest location) and to contact him if there are interested in attending. Moved by Member Nicholl and Supported by Member Praet to pay for any board members fee to attend the training.
- b) Board Member Reports.
Member Nicholl – Spoke with Branch Librarian Kaye Ray at the Yale Branch and she is concern with vandalism that is occurring, screen has been removed from the windows. Kaye Ray explained the window was unlocked and screen removed. Incident was reported to police. Director Warwick suggested putting spacers in the windows (prevents windows from going up to far). Branch Coordinator Peggy Guoin to review at systems meeting security measures at branches. Also noted Branch Librarian is getting a lot of frustrated patrons due to being closed on Tuesday instead of Wednesday.
Member Praet – Marysville Branch is hosting a visual and hearing test through the County Health Department. Everything is going well and their adjusting in not having Shirley Braun there for their story hours and lap sit. Jayme Tarzwell is doing a good job. They were also not sure if they were to start on their own regarding the computer classes? St. Clair Branch and all branches are doing a lot of stuff for March is Reading Month. (Book bingo and coloring contest) Last week had a program with a doctor in oriental medicine, 35 people attended (ran out of time due to library closing earlier). Also having the One, Two, Three, Four Parent program. Also noted patrons are irritated with the hours. At G. Lynn Campbell she visited with assistant branch librarians Lisa Regulinski and Janet Rector, their busy day are Mondays. Janet is also working at Yale and really enjoys it. Their Friends group is very active and they have purchased CD and DVD cases for the library.
Chairperson Vernier – Met with the Times Herald with Director Warwick. Director Warwick explained it was a really good discussion also noted they are for the Library and also noted they are not necessary for change in terms feeling that the Library should stay with the County instead of going District. Director Warwick explained there has to be a fact-gathering period before this goes on to district. They were very interested in the final status of the library and what has been done with the library. Chairperson Vernier noted they would welcome an editorial and would be appropriate for board members to doing this. If a board member represents the board it would have to be approved by the board if personal no approval necessary.

NEXT REGULAR MEETING DATE. Tuesday, April 19, 2005 at 6:30 p.m., located at the Yale Branch Library, 2 Jones Street, Yale.

- IX. ADJOURNMENT: Moved by Member Nicholl and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 7:55 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary