

## ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 20, 2001  
210 McMorran Boulevard, Port Huron, MI, St. Clair County Main Library

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

ABSENT: Betty Clement

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; 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 except new Member Betty Clement (not able to attend due to prior commitment), Director Warwick noted he and Assistant Director Stanley Arnett met with her and had a packet of information for her.
- II. APPROVAL OF AGENDA: Moved by Member Moran and supported by Member Burch to approve the agenda as amended to include the purchase of supplies for computers under New Business: d). Motion unanimously carried.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the October 16, 2001 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
  - a) Approval and Ratification of Bills.  
Moved by Member Burch and supported by Vice-Chairperson Snyder to accept the Millage invoices for October, totaling \$184,098.90 and the Regular invoices for October, totaling \$71,296.85. Motion unanimously carried.
  - b) Acceptance of Financial Report. Moved by Vice-Chairperson Snyder and supported by Member Moran to accept the Financial Report as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
  - a) Library Director's Report.  
Director Warwick announced the appointment of a new Library Board Member, Betty Clement (Retired School Administrator of Yale and current Yale Library Board Member). Also complemented Branch Librarian, Gary Kupper for his monthly library board report explaining the expanded hours and the comparisons of last year's figures. Circulation percentages are up by 17% from last year figures. Vice-Chairperson Snyder noted that the increase circulation figures would sooner or later taper off because we will be finally reaching the population figure to which we service. Director Warwick noted the Library is currently purchasing a new software called Remote Patron authentication, this software will give us an accurate usage for our statistics. Director Warwick noted that the Library System is having the "Mitten Tree" again this year, also complemented and thanked the donator who donated a very large quantity of mittens for the tree located at the Main Branch.
  - b) Department and/or Committees.  
Chairperson Nowland noted he attended the Marine City Council Meeting with Branch Librarian Lois Kaufman, a decision was made regarding the skate park located beside the Branch that they will be moving it to another location.
  - c) Thank you notices from:
    - MainStreet Port Huron
    - Blue Water Professional Women's Organization
    - Holland Woods Middle School

Moved by Vice-Chairperson Snyder and supported by Member Moran to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) Discussion on Budget 2002

Director Warwick noted the one time reducing of the Library's surplus of \$327,153 has been permanently institutionalized by the County and asked for guidance on where the Library board would like him to go? Vice-President Snyder recommended that he look at the budget and see where we can compensate and noted by Chairperson Nowland maybe purchase items this year instead of waiting until next year, board members agreed. Member Moran asked if possible can Consultant Char Ezell give us any guidance on future goals, where to go from here? Yes, but also ask her for input on evaluations. Chairperson Nowland asked if the Library would be ok due to this change? Director Warwick explained that if the Library has the same surplus in the personnel area next year as we did this year we will be ok and also added that we included 6 months of salary for personnel for the Ft. Gratiot Branch in next years budget. Member Moran asked for an update on the Ft. Gratiot Branch. Director Warwick explained that the proposal fell through because of the cost of sewage, a property issue and a time issue. Currently they are looking for private contributions and will need a plan on what they want to do with the contribution funds.

VIII. NEW BUSINESS:

a) Discussion on Renewal of Millage:

Vice-Chairperson Snyder explained that the Library Board is not involved in the campaign for the Millage. The Library Board submits a proposition to the County Commission and asks that it be placed on the ballot at the same rate that it is (straight renewal). A Committee is formed outside of the Library Board to try and sell the Millage to the County and also noted that in the past the Friends would loan money to the committee for the Millage. Recommendation to run the Millage in August because it is the regular election and no extra cost will be required. Chairperson Nowland mentioned that the Library has the responsibility to work with the group to provide informational packet that they can send out that doesn't violate the voting laws. Chairperson Nowland also noted that he would like to see all Friends Groups be active.

b) Discussion on Holidays December 22 & 29 2001 to be open/closed:

Moved by Member Burch and supported by Member Moran to closed the Library System on Saturday December 22 and Saturday December 29. Motion unanimously carried.

c) Extra telephone line for branch phones:

Director Warwick noted there have been various branches that have requested an additional telephone line including new phones. Branch Coordinator Peggy Guoin to bring back to the Library Board additional information on cost etc. for all branches.

d) Purchases:

Folding Machine

PC's for Internet Pubic Access – replacement 65

Laptops (5)

2 – Administration

1 – Computer Services

1 – Community Relations

1 – Branch Coordinator

Drop boxes – Main 3, Algonac – Clay 1 and Yale 1

Network switches to upgrade LAN (Local Area Network)

Office furniture – Technical, Processing, Community Relations, Periodicals and Office staff

Fax machines – All branch facilities

Self-checkout – Main

Microfilm cabinet – Reference

Professional VHS Videotape Inspector/Cleaner (2)

Shelving for Yale Branch

Lighting 1<sup>st</sup> floor

Carpeting

Moved by Vice-Chairperson Snyder and supported by Member Burch to move forward in purchasing items listed. Motion unanimously carried.

e) Board Member Reports:

Member Burch – Visited Ira Branch, very impressed with the Branch in what they have did with the amount of space, asked what they wanted their reply was new carpet and more parking. Computer room was full except for one, they do very well. Also noted she really admires the staff who have these tiny little libraries because they give such terrific service to the people for their size.

Visited the Marysville Branch they were busy as always and could use more parking.

Vice-Chairperson Snyder – Visited several times the Main Branch, working in the Friends area, they too are always busy and every things seams to be going really well.

Chairperson Nowland – Complimented the Ira Branch staff for being so nice. Visited the Marine City Branch they had two bus loads of 2<sup>nd</sup> graders visiting them, everything is moving along, busy and excited about what’s going on.

Member Moran – Things are going well at both libraries. Capac Branch received their new sign and new circulation desk. Both branches had the bat program and had an incredible turn out for this program. Complimented Branch Librarian Linda Aguinage for doing such a nice job at Memphis, the City of Memphis finished asphaltting the Library parking lot. Director Warwick asked what the status was on the Memphis sign. Member Moran explained that the building inspector was not satisfied and requested that he remove the sign and requested that another licensed person reinstall the sign soon. No Library board meeting this month. The Library space consultant doesn't feel that the Branch could use the whole building to extend the Library because of the way the breeze way is built but still have a few months to pursue and study for other ideas.

Director Warwick complimented Faith Wormsbacher for doing a beautiful job on decorating and setting up the Harry Potter’s program. She does a wonderful job in programming.

NEXT REGULAR MEETING DATE. Tuesday, December 18, 2001at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Burch and supported by Member Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:24 p.m.

Respectfully Submitted:

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Dr. Fred L. Nowland, Chairperson

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James F. Warwick Director/Secretary