

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 19, 2002
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Randy Fernandez, Lynn Moran and Dr. Fred Nowland. 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, Gary Kupper; Branch Librarian, Kaye Ray; Community Relations Coordinator, Melissa Davis; Computer Services Coordinator, Kalif Davis; Pre-Professional II, Brenda Arnold and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:35 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Burch and supported by Vice-Chairperson Moran to accept the Agenda with the addition of the thank you notice from the American Red Cross. Motion unanimously carried.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Member Clement and supported by Vice-Chairperson Moran to accept the October 15, 2002 Regular Meeting Minutes as presented. Moved by Vice-Chairperson Moran and supported by Member Hernandez to accept the October 30, 2002 Special Meeting Minutes. Moved by Vice-Chairperson Moran and supported by Member Clement to accept the November 6, 2002 Special Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Vice-Chairperson Moran and supported by Member Clement to accept the Millage invoices for October, totaling \$48,045.32 and the Regular invoices for October, totaling \$96,999.65. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Moved by Vice-Chairperson Moran and supported by Member Fernandez to accept the Financial Report as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Director Warwick noted they are monitoring bills very closing. Gave a nice session last night on his third annual book talk to the St. Clair Friends Book discussion group.

Power Point Presentation on the Library was given by Library Director Jim Warwick

- b) Department and/or Committees.
- c) Thank you notices.
American Heart Association
American Red Cross
MainStreet (Happy Apple Days)
Medilodge of Yale
Primerica

Member Fernandez asked for an update regarding LibraryGuardian. Computer Services Coordinator, Kalif Davis explained he has been in contact with LibraryGuardian regarding the problems their experiencing with branches. The problems that the branches were experiencing were problems of LibraryGuardian, which they originally said they were not! Some of the issues have been fix by them making changes with their configurations, there are still scheduling issues and they're aware of and working on. The filter device has been ironed out. We are working on resolving the problem with our Internet provider with new hardware closer to us (because we have to go through so many providers from N. Carolina to Texas for our service and if one of them are experiencing problems this too will create problems for us). Branch Librarians Kaye Ray and Gary Kupper both agreed that they both like using the LibraryGuardian when it works, it saves time especially with statistic reports, but is experiencing problems with the scheduler, which they're currently working on now. Adult Services Coordinator, Allison Arnold noted that she's receiving great feed back, staff has been freed up quite a bit and the patrons really appreciates the change not having to report to staff. Branches that need to be installed are Memphis, Capac and Marine City. Technical Systems Assistant, Jerilyn Brown is also doing the Gates upgrade. Chairperson Nowland asked what the Library will do if the Supreme Court over turns their ruling? Director Warwick explained maybe still have one terminal per branch un-filtered would be acceptable. Director Warwick shared the pens, material/equipment bags and magnets that the Friends of the Library have purchased for the STAR department. Moved by Vice-Chairperson Moran and supported by Member Clement to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Confirmation of Year 2003 meeting dates and locations.
Moved by Member Clement and supported by Vice-Chairperson Moran to approve the Year 2003 Meeting dates and locations. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Vacant positions.
Moved by Member Burch and supported by Member Clement to approve the filling of the Assistant Branch Librarian vacancy at the Memphis Branch. Motion unanimously carried. Moved by Member Fernandez and supported by Vice-Chairperson Moran to approve the filling of three Page vacancies at the Main Branch. Motion unanimously carried.
- b) Board Member Reports.
Chairperson Nowland – October was a busy month, didn't have a chance to visit the Ira Branch but have visited a few other branches.
Member Clement – A lot of real good things (computer classes, teen read week and mystery series) with lots of people are happening at the branches.
Vice-Chairperson Moran – Things going very well at both branches. In Memphis the Friends had an event around Halloween and also working on a fundraiser for the building expansion project, they will also be happy knowing that the position has been approved.
Capac Branch Librarian Patsy Beischer went to the middle school and talked with their teachers there about given their kids extra credit for participating in their Teen Read Week. Had 600 kids visit the Library during Halloween and passed out free video coupons. No complaints from either branch.
Member Burch – Spent quite a bit of time at the Main Branch, working with the ladies in the basement trying to get a program set up for the elderly people in the Blue Water Lodge. Staff has been very helpful with this and has big hopes for this program.
Member Fernandez – Attended the Library Literacy board meeting. Made presentations to consortium of church ministers to get help for the literacy program. Found it to be interesting that we have a lot of tutors but not kids and at the Hispanic Council they have a lot of kids and not tutors. Found the newspaper articles (County laid out plans for the future and Ft. Gratiot Library) to be interesting because the last two meetings we

basically didn't any money and we were cutting that out. Have met with one of the new County Commissioner in his area to express his concerns about our Library. Thanked Computer Services Coordinator, Kalif Davis for getting the answers that he wanted and for him checking into the computer issues.

NEXT REGULAR MEETING DATE. Tuesday, December 17, 2002 at 6:30 p.m., located at the Main Library, 210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room.

IX. ADJOURNMENT: Moved by Vice-Chairperson Moran and supported by Member Fernandez to adjourn meeting. Motion unanimously carried. Adjourned at 7:35 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick, Director/Secretary