

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 16, 2001
210 McMorran Boulevard, Port Huron, MI, St. Clair County Main Library

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

ABSENT: Lynn Moran

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children's Services Coordinator, Janet Rose; Community Relations Coordinator, Melissa Weston; Library Assistant II, Kathleen Wheelihan; Technical Systems Assistant, Jerilyn Brown; Pat Anger, County Commissioner District I; Harold Kortman, Library Furniture International; and Gretchen Krug

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:37 p.m. All members present except Member Moran, also noted that Member Carol Plemmons has asked not to be reappointed to the Library Board, we are currently in the process of looking for a replacement.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Snyder and supported by Chairperson Nowland to approve the agenda as amended to include the purchase of a commemorative book in recognition of Carol Plemmons service on the Library Board in the amount of \$50.00 under VIII. New Business: b). Motion unanimously carried.
- III. CITIZENS' COMMENTS: Gretchen Krug asked if there was an update on the process of the Library Directors evaluation. Vice-Chairperson Snyder noted none at this time. County Commissioner Pat Anger introduced herself and explained that the Library falls underneath her jurisdiction as Chairperson of the Human Services Committee. Commissioner Anger noted that Director Warwick has given updates to the County Commissioners on how the Library is doing including the requests and reasons for the need for using the EOC building. She noted that she received a tour of the Library and understands how the Library is pressed for room. She asked if anyone knew of anyone in Carol Plemmons area who would like to be appointed to the Library Board. Asked if there were any questions. No
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Snyder and supported by Member Burch to accept the September 18, 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 September, totaling \$57,630.74 and the Regular invoices for September, totaling \$120,867.57. Motion unanimously carried. Director Warwick explained that the Board did not receive a Library Financial Report this month because the County backed into this year's budget our year-end audit entries. The report would not have reflected correct figures and as soon as it is corrected we will send a report out to the Board.
 - b) Acceptance of Financial Report. Moved by Chairperson Nowland 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 things are moving along in a number of areas, disappointed to say that the Circulation Report is only up by 7.4% maybe because of circumstances with September 11th and is expecting the report to rise again. Had an excellent turn out during the month of September Library Card Sign up month. All County Commissioners cooperated by

getting library cards. January 19th is when the Library System converts over to Horizon. Lorraine currently is visiting the branches and training will also be held. There will be a lot of stress with all the changes going on and hopes that everyone understands. The Library will also be receiving a training disk for new staff who need training. LibraryGuardian's contract has been signed. Staff is working on some of the items and waiting for responses on some questions that we have. We need to look at our policy when working on this, such as how long we keep list of people who use our services. We are currently designing a new library card. Director Warwick also noted the great deal of work the compact storage has caused the staff and also wanted to alert the Board that some of the items in the Long Range Plan might not be on time due to some of these items noted. Attended the LITA conference last week in Milwaukee Wisconsin, it's a Division of the American Library Association. Attended a number of sessions including the Anti-Terrorist Act that appears to be approved. Federal Officials will no longer need a subpoena in order to get library records only a letter. The bill takes precedence over state and local laws. (sunshine clause 2 or 5 years it will expire). If convicted of an act of terrorism it is life imprisonment. We are having the County attorney come during our Systems meeting tomorrow to discuss the Privacy Act. A concern Director Warwick has is regarding conversations with the County regarding Computer Library Services Department, and asked the board if they wanted to make any comments on this. Vice-Chairperson Snyder explained that the meeting was held to explained how the County would help us by taking over the Library's information services. She received a written report but doesn't see anything that they will do for us that we aren't doing better for ourselves. Also moving control of the Library's central nervous system out of the Library will not make library services better, because it is central to what library's do. Professional Library Schools don't graduate Librarians anymore they graduate as Information Specialist. The computers here are as much part of the collections as books so far as the Board and staff are concerned. They work like books, and the material on them is the material in books! Also mentioned that the Library has spent hundreds of thousands of Millage dollars on this Millage funded service and as a trustee for this Library cannot abrogate her responsibilities to someone else for maintaining this Millage base service. She noted that the board needs to go back and talk after reading the proposal but at this point don't see how they can make the services we do be better. Another point is that the Epixtech and Horizon software are proprietary software written for Librarians and if we transfer all of our people who use this software to the County, this would include degreed professional librarians and other Library staff. Director Warwick noted that the Library's Computer Services are very integral into daily jobs of what people do. It is very hard to divide a person's daily functions as Librarians and Information Specialist. Member Burch noted that the computers are very important to the Library and if you already have professionals doing the job why over ride it then. Chairperson Nowland noted he also was involved in the meeting and noted if you have something that is perfect and working perfectly. Every resident is thrilled with it so why change it. Basically we are an educational organization and have signed contracts with the Community College and Intermediate School District and also contracts with each city and township that house our libraries and how it explains how we operate. How would you explain this change? Chairperson Nowland noted we are continuing to talk and meet with the County and see what we can work out. Director Warwick invited the board members to attend tomorrow's Systems meeting.

b) Department and/or Committees.

c) Thank you notices from:

St. Clair County Friends of the Library

Blue Water Citizens Against Crime/Southside Coalition's 2001 National Night Out –

Cecile Shoulders

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

VII. OLD BUSINESS:

a) None

VIII. NEW BUSINESS:

a) Compact Storage proposals.

Assistant Director Arnett received two proposals and explained both proposals in detail regarding the compact shelving and answered questions. Chairperson Nowland asked

Director Warwick where financially are we in regarding this. Director Warwick noted there was \$75,000 originally budgeted for this. But because we decided on not doing some other building projects, we have the funding in our fund balance. Mr. Kortman from Library Furniture International explained the differences in the proposals and suggested that they make their final decision after they take a day run in viewing the different shelving. Director Warwick noted the goal is to get as much shelving space in this project and one proposal met that. Moved by Vice-Chairperson Snyder and supported by Chairperson Nowland to accept the recommendation provided by Assistant Director Arnett to purchase compact storage. Motion unanimously carried. Director Warwick noted by installing compact shelving this will allow us to do some rearrangements in this area and creating different space down there. Literacy may be moved to a different area for more privacy.

- b) Purchase a commemorative book in recognition of Carol Plemmons services on the Library Board.

Moved by Member Burch and supported by Chairperson Nowland to purchase a book in the amount of \$50.00 for Carol Plemmons and be placed at the Yale Branch. Motion unanimously carried.

- c) Board Member Reports.

Member Burch – Had a pleasant morning visit at the St. Clair Branch. The people that were there said they come in on a regular basis to look at the papers. Their wish list is always the same, need more space more shelving. Visited the Marysville Branch. Also visited a Library in Indiana and asked what kind of programs they have? Their response was a tutoring program for English and Reading and had a few computers; it was a newer building but she wasn't impressed.

Chairperson Nowland – Attended a computer class with Mrs. Nowland at the Algonac – Clay Branch. All seats were filled and also had a waiting list. Ira Branch is moving along but needs more space. Branch Librarian Lois Kaufman met with Marine City's Mayor regarding the skate park beside the Library, sounds like they have things worked out. Also visited the St. Clair Branch.

Vice-Chairperson Snyder – Visited the Main Branch various times. Friends of the Library at Main held a book sale. The sale went very well. She moved boxes of books out of the basement. The first floor at main has been very busy. County Commissioner Pat Anger asked if the Library sends books to the County jail? Director Warwick noted yes the Library sends books over on a regular basis per each of their requests. The Friends also donates books to the Huron House, Pathway and others. Vice-Chairperson Snyder mentioned she heard a lot of employees who are concerned about the IT problem and also heard that the County is trying to do away with the Library Board. Commissioner Pat Anger noted that this was entirely untrue. Vice-Chairperson Snyder explained she was trying to assure people that this wasn't true because the Library board is State mandated.

NEXT REGULAR MEETING DATE. Tuesday, November 20, 2001 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Snyder and supported by Member Burch to adjourn meeting. Motion unanimously carried. Adjourned at 7:26 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson

James F. Warwick Director/Secretary