

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

TIME & PLACE: 6:30 p.m. Tuesday, October 15, 2002  
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Betty Clement, Randy Fernandez, Lynn Moran and  
Dr. Fred Nowland. ASSISTANT DIRECTOR: Stanley Arnett II.

ABSENT: Member Burch and Library Director Warwick

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Branch Coordinator, Peggy Guoin; Children Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m. All members present except Member Burch and Library Director, James Warwick.
- II. APPROVAL OF AGENDA: No changes to Agenda.
- III. CITIZENS' COMMENTS: None
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Clement to accept the September 17, 2002 Regular Meeting Minutes as presented. 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 September, totaling \$101,250.01 and the Regular invoices for September, totaling \$31,945.73. Motion unanimously carried. Member Fernandez asked what the invoice was for, Baker & Taylor for the amount of \$25,500.20. Assistant Director, Stanley Arnett explained it was for hard cover material. Administrative Secretary Kimberley Radatz also noted it looks like the invoices were combined as one by the County (usually individually broken down). Administrative Secretary, Kimberley Radatz will follow up.
  - b) Acceptance of Financial Report.  
Moved by Member Clement and supported by Vice-Chairperson Moran to accept the Financial Report as information only. Motion unanimously carried. Member Fernandez asked if there was any repercussion regarding being over spent in the supply category? Assistant Director explained that the County looks at it as one pot and all they want to know is that we spent the County money. The County took away \$327,000 and expects

the Library to spend it out of the fund balance. It is suggested that we be at 10% of our fund balance but we are not at that level at the present time. Administrative Secretary Kimberley Radatz explained Director Warwick is working on a plan regarding the allocating of the fund balance. Assistant Director Arnett noted they are looking at the 2002 budget and revising the 2003 budget and will be sending to Bob Kempf and also to the board for them to be aware. We are examining the spending from now to the end of the year were anticipating what we have encumbered and also have a temporary hold on book material and limited AV materials so we can get through this. Member Clement noted she hopes the County doesn't see the Ft. Gratiot as part of the year fund balance when actually this was promised to them.

#### VI. COMMUNICATIONS:

a) Library Director's Report.

Assistant Director, Stanley Arnett will be filling in for Library Director Warwick who is on vacation. We have been working hard on getting the 2002 budget justified and set for the December deadline. Hoping that the front doors will be replaced over Veterans Holiday and will be postponing the work in the j-room until next year. Brenda Arnold has announced her retirement, 28 years of service. Currently in the process in posting her position.

b) Department and/or Committees.

c) Thank you notices.

Blue Water Center for Independent Living

Ellen Vonalt, Corresponding Secretary for Business Professional

Women

National College Funding Service

St. Clair County Agricultural Society Board of Directors & Staff

Member Clement asked Peggy Guoin, Branch Coordinator how far we are with the LibraryGuardian System? Not as far as what we would hope, we are working out kinks in the System. Assistant Director Stanley Arnett explained we are having a clench that shows up daily on the Internet, around 3:30/4:00 o'clock (mid afternoon). Kalif Davis, Computer Services Coordinator had a meeting with the ISD who is our Internet service provider. They have installed software to monitor our network, as soon as they can determine what's causing it then this can be resolved and will be able to move forward with the remaining branches (finished branches are Yale, Ira, Algonac and partially Marysville) regarding LibraryGuardian. Also noted some of the other larger Internet service providers (Merit) are also having slow downs and problems. Member Clement noted it might be an over load due to the amount of traffic

because of the time when it occurs. Kalif Davis, Computer Services Coordinator, is also speaking with LibraryGuardian regarding this issue. This is work in progress. Member Fernandez asked for a motion to make it a priority that this be corrected as soon as possible. Moved by Chairperson Nowland and supported by Member Fernandez to request an update regarding this situation at the next Board meeting. Motion unanimously carried. Moved by Vice-Chairperson Moran and supported by Member Fernandez to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Second and Final approval of By-Laws.  
Moved by Member Fernandez and supported by Vice-Chairperson Moran to approve the Library Board By-Laws. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Board Member Reports.  
Member Fernandez – Visited 7 Branches with Branch Coordinator Peggy Guoin, was enlightened. Branches have very cramped quarters, would like to do something down the road. Ira, Memphis, G. Lynn Campbell stood out being very cramped. Asked if our County Commissioners and State Representatives visited these branches? There has to be a way for at least one of these with the right connections that something could happen within the next 3 years. Shouldn't have to drive to Port Huron for the same type of service. Some how with those communities we need to make it known and find the right one to get things going. Vice-Chairperson Moran explained that the surrounding Townships of Memphis utilized the facility a great deal even though St. Clair County provides the books etc. The City feels it is a burden on them to have to pay the overhead for the building and that's the issue. They would like to see a little bit more in turns of financial support from the surrounding townships, but they feel they already pay their taxes. There is the Community Foundations of St. Clair County and someone needs to approach them because no one is going to knock on our doors. Gives branches credit because they make the most of their space. The librarians in each district are going to have to try on their own because we are not a priority and won't be for a number of years. It was nice meeting all the staff, they were very friendly and thanked Peggy Guoin for taking him on the tour.  
Chairperson Nowland – Visited branches, also noted that space is an issue for other branches. St. Clair has a beautiful Library but land locked, the Ira Township has promised Ira that they could have their administrative building once they build their new office building. Algonac-Clay and Marysville have the most space. Marine City doesn't have much space to build on. Marine City had a big turnout for their Bat program (80 to 100 attended). Algonac-Clay had a few problems with a couple teenage boys and has put them on probation for a month.

Vice-Chairperson Moran – Things are going a long pretty well at Memphis and Capac. In Capac space is an issue. They are rearranging things in the children's section to make it a little roomier. In Memphis their focus has been on getting the other half of their building renovated. There were a lot more applicants and a lot less money available for this grant that they have applied for. They are still going forward to match the money that is being collected. Member Fernandez explained that we need to have the community come out and be involved and once a grant is submitted we need to follow up on the grant with local politics etc. through phone calls and/or letters.

Member Clement – Seasonal projects are being well attended, sat in on a Lapsit Program today and computer classes, everything is fine and looking great.

NEXT REGULAR MEETING DATE. Tuesday, November 19, 2002 at 6:30 p.m.,  
located at the  
Main Library, 210 McMorrان Blvd, Port Huron, Gilbert Wilcox Meeting Room.

IX. ADJOURNMENT: Moved by Member Fernandez and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:28 p.m.

Respectfully Submitted:

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Dr. Fred L. Nowland, Chairperson  
Director/Secretary

James F. Warwick,