

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 17, 2002
210 McMorran Blvd, Port Huron, Main Library, Gilbert Wilcox
Meeting Room

PRESENT: BOARD MEMBERS: Betty Clement, Randy Fernandez, Lynn
Moran and
Dr. Fred Nowland. DIRECTOR: James Warwick.

ABSENT: Donna Burch

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant
Library Director, Stanley Arnett II; Branch Coordinator, Peggy
Guoin; Children Services Coordinator, Janet Rose Community
Relations Coordinator, Melissa Davis; Pre-Professional II,
Marianne Kemp and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 6:30 p.m.
All members present except Member Burch.

Director Warwick introduced the new appointed Library Board Member from the Port
Huron area, Randy Fernandez. Mr. Fernandez noted he has served and serves on many
boards including the Literacy Board the last few years and that Commissioner Gittings
appointed him. Married and has two small children and visits the Library often.
Welcome.

- II. APPROVAL OF AGENDA: Moved by Member Clement and supported by
Member Moran to approve the agenda including the addition of the St. Clair
County Audit (Under Financial Report letter C). Motion unanimously carried.

- III. CITIZENS' COMMENTS:
None

- IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by
Member Clement to accept the August 20, 2002 Regular Meeting Minutes as
presented. Motion unanimously carried.

- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Moved by Chairperson Nowland and supported by Member Moran to
accept the Millage invoices for August, totaling \$74,104.37 and the
Regular invoices for August, totaling \$36,867.83. Motion unanimously
carried.
 - b) Acceptance of Financial Report.

Moved by Member Clement and supported by Member Moran to accept the Financial Report as information only. Motion unanimously carried.

c) St. Clair County Audit.

Director Warwick explained he included the County Audit for the Board to be aware of. Also noted if anyone would like to see the complete audit it's available in his office.

Also noted the Library has received the penal fines the amount of \$783,000 (increase of \$123,000).

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick thanked Adult Services Coordinator, Allison Arnold for working on the narratives for the 2003 Library Budget. Also noted he has been reviewing the 2003 proposed budget and will be revising the budget and sending over a revision to the County. We added about \$118,000 in salary and with the library material being reduced, we need to look at this balance, his recommendation is we keep about \$45,000 of the \$118,000 and put about \$73,000 back into library material. We would keep the extra clerical hours for Algonac-Clay, Ira and G. Lynn Campbell, additional Lakeport hours and three seasonal workers (\$45,000). Chairperson Nowland noted yes we need to maintain our material budget. Director Warwick explained in the 2003 Budget we have included a feasibility study (study on the Main Library on what can be done with it \$5,000 - \$6,000) he would like to start this year with the study because of the County's CIP report has to be in and done by May 2003. What we're looking at is what will happen in the next five to ten years with this building and if we are not done with the study we will not be included in the County's CIP plan. Member Fernandez asked if there were other branches that needed a feasibility study? Director Warwick explained right now there have been some space utilization studies (currently at four branches). Director Warwick also noted he had a discussion two months ago with Burtchville Township, they wanted to know what they could do to become a full Branch Library? The current facility that they have there is a old township hall which is used for other meetings, not just the Library. It has not been worth the Library's while to spend to install fiber optics, so this is why we cannot do a lot with Burtchville. They need to appoint a committee and come up with some decision, like what they really what to do in order to improve Library service in that area. Director Warwick noted we do not have enough funds to start two new branches (Ft. Gratiot and Burtchville). Director Warwick noted he and Member Fernandez have discussed the new Ft. Gratiot Branch, and wanted to know at what point are they going to say to Ft. Gratiot either comment or not comment (this has been the second budget year that money has been put in the budget). Board members will be receiving copies of System notes in their board packet.

Chairperson Nowland noted that he received compliments from two people (bank presidents) and others who he serves on a board with from Algonac and St. Clair area that they have nothing but positive things to say about the Library Director's power point presentation on the Library. Chairperson Nowland asked if Director Warwick could present the presentation to the Library Board in November. Yes, Director Warwick volunteered to present the presentation, Director Warwick also explained that all of the graphics on the presentation was done by Melissa Davis and Sharon Smith, they did a marvelous job.

b) Department and/or Committees.

c) Thank you notices.

Blue Water Citizens Against Crime & Southside Coalition
(National Night Out)

Papa John's Pizza (Auction)

St. Clair County Health Department (Learning Tree)

Moved by Member Moran and supported by Member Fernandez to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) Review the Interim Circulation Policy.

Director Warwick explained there were a few word changes (remove word Interim and remove effective until the July 2002 board review and remove final approval and just put the date that the board approved the policy). This policy was postponed due to LibraryGuardian not being installed yet. On page 2 in the discussion under section 2 second paragraph, needs to be stated that current ID is required, in the third paragraph also to add that children must be present when the adult first applies for their child's card and also on page 3 under session Library card access to the Internet we need to be changed that we do allow people access without ID to be on line for Government Documents (references to the Government Documents Policy) we also removed anything that refers to ZIPA. On the Appendix B, St. Clair County Loan Period, the slide projector was changed to overhead projector and also inserted a new column that said renewals. Director Warwick noted that the Material Selection Policy, Brochure and Poster Policy and Electronic Resource/Internet Use Policy (addendum) do not need to be approved these were already approved pending the review of Council approval. The approval date would appear based on what previous action we had on those. Moved by Chairperson Nowland and supported by Member Moran to approve the Circulation Policy. Motion unanimously carried.

b) Final Approval of Material Selection Policy.

No action required.

c) Final Approval of Brochure and Poster Policy.

No action required.

d) Annual Review and re-adopt By-Laws.

Moved by Member Clement and supported by Member Moran to adopt the Library Board By-Laws including changes under Section 7.1 Approval of Agenda and correction under Article 5, Section 1, Meeting, the wording will reflect except as otherwise noted. Motion unanimously carried. Final approval will be requested at the October 15th board meeting.

- e) Approval of Electronic Resource/Internet Use Policy (addendum).
No action required.

VIII. NEW BUSINESS:

- a) Approval to purchase a commemorative book for Sherrlene Snyder.
Director Warwick noted that the Library has been a part of Sherrlene Snyder's life for a long time; she has been involved with Literacy, Friends and the Library Board. Moved by Member Moran and supported by Member Clement to purchase a commemorative book up to \$50.00. Motion unanimously carried.
- b) Schedule for Year 2003 meeting dates and locations.
Director Warwick requested that the schedule for Year 2003 meeting dates be tabled until the November Library Board meeting.
- c) Board Member Reports.
Member Clement – Registered herself for a few computer classes at Yale, all of the computer classes are overbooked. Yale Library Board has completed the cosmetic portion of the Library, looks very nice and inviting.
Member Moran – Everything is going very well in Memphis. Memphis has been working with the outreach children program grade one through three. The grant they have applied for has been denied, so they will not be receiving any funding from this source. The Memphis Library Board is going to go forward and try and do without this funding. The Board is going to talk to the building inspector about a ramp and also a lift (modify what the architecture has did for them), hopefully they can use pledges and their Friends and still make it happen. The Capac Branch is going very well too, they have been busy as usual. Discussed with Branch Librarian Patsy Beischer what the design engineer had proposed for them and hoping that they could implement some of the changes that were recommended by him. They are also talking about a new Library. Capac also had a leak (gutter) and one of their patron's volunteered to fix the leak for free, thank you.
Chairperson Nowland – Visited most of the downriver branches, all were very busy. Both Ira and Algonac-Clay are very pleased with their staff changes, also pleased with the library floaters; they have come in very handy.
Member Fernandez – Offered to sit down with Madelyn McCarthy to discuss Ft. Gratiot, also noted he is looking forward to Director Warwick's power point presentation in the future.
- d) Election of Library Board Officers.

Director Warwick asked the Board for nominations for both President and Vice-President. Member Clement nominated Dr. Fred Nowland for President of the Library Board for the next year, supported by Member Fernandez. Dr. Fred Nowland accepted the position for President. All in Favor.

President Nowland nominated Lynn Moran for Vice-President of the Library Board for next year, supported by Member Clement. Ms. Lynn Moran accepted the position for Vice-President. All in Favor.

Director Warwick congratulated the officers, Dr. Fred Nowland and Ms. Lynn Moran.

NEXT REGULAR MEETING DATE. Tuesday, October 15, 2002 at 6:30 p.m., located at the Main Library, 210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room.

IX. ADJOURNMENT: Moved by Chairperson Nowland and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:46 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson
Director/Secretary

James F. Warwick,