

## **MONROE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES MEETING MINUTES**

1. At a Regular Meeting of the Board of Trustees of the Monroe County Library System held on April 7, 2004 at the Blue Bush Branch Library, the meeting was called to order by Chairperson Catharine Calder. Roll call by Secretary Larry Gregory follows:

Present: Cathe' Calder, Chair; Fred Lux, Vice-Chair; Larry Gregory, Secretary; Elizabeth Taylor, Trustee; Nancy Colpaert, Director; and Diane Fetterly, Recording Secretary.

Staff: Peg Engel, B. J. Cunningham

A quorum being present, the Board proceeded to transact business.

2. Motion by Vice-Chair Lux, supported by Secretary Gregory, to accept the agenda as amended. Motion carried. Motion by Trustee Taylor, supported Secretary Gregory, to remove item 9e for further consideration at a later date. Motion carried.

3. Motion by Vice-Chair Lux, supported by Trustee Taylor, to accept the minutes of the regular board meeting on March 8, 2004 as printed. Motion carried.

4. Public Comment - Area resident and patron, Dorothy Navarre, said she loves the library and appreciates the service she receives by the librarians at the Blue Bush Branch. She is sure her mother-in-law, Mrs. Lillian Stewart Navarre, would be very proud at the way the branch libraries have been managed, starting from the library's small beginnings to what library services are now offered to the community.

5. Presentation by Ellie Mruzek and "Nurse Rosy". Mrs. Mruzek has a program at Mercy Memorial Hospital teaching children about good health, a grief support group for children ages 7-9, and recently became involved with the ISD "Be Their Hero From Age Zero" campaign. She is working with Susan Miller, Community Specialist at the Monroe County Intermediate School District, on a manuscript for a 8 ½ x 11" booklet/activity kit on good health and staying well, complete with a 7-song music CD, booklets and materials to help out parents. The book is written on a 4th or 5th grade level and touches on topics such as eating well, exercising, getting enough sleep, wearing seat belts and bike helmets, fire safety, going to the doctor and dentist, and making good choices like saying no to smoking and drugs. "Nurse Rosy" gives gentle reminders to parents to read to their children early, is written in a gentle and positive way, and gives information on early childhood development and brain-based learning. The kits will be available for children-oriented events, pre-schools, storytimes, etc. They would like to print 10,000 copies @ \$2.00 initially, reaching out to as many families as possible. There will be a place for logos of sponsors for the booklet. Motion by Trustee Taylor, supported by Vice-Chair Lux, to finance 10% of the cost of printing Nurse Rosy's activity kit, not to exceed \$2,000. Motion carried. Secretary Gregory stated it is a fantastic program; he is very impressed. Mrs. Mruzek said it is a labor of love; she is totally dedicated to children.

## 6. Consent Agenda

Motion by Vice-Chair Lux, supported by Secretary Gregory, to accept the items on the consent agenda, including the March 2004 Financial Report, and place on file. Motion carried.

## 7. Committee Reports

### Finance Committee

Finance met, reviewed the monthly bills, and noted that penal fines were down 10% for the first quarter this year. We have received 89% of property tax revenues.

The Facilities Committee, Policy & Personnel Committee, Community Partnering Committee and Technology Committee did not meet.

### Woodlands Update

Secretary Gregory and Vice-Chair Lux attended the meeting. Woodlands Director Jim Seidl said the cooperative depends totally upon funding from the state, and because of the state's shortfall, they will have to use carryover funds to balance this year's budget.

The settlement between the State of Michigan and several CD companies has been signed off on, and the cooperative will receive 6,000 cd's by July 4. In addition they will get 80,000 Troll books.

Secretary Gregory said Mr. Seidl is willing to come to talk to MCLS trustees about trustee responsibility and his son would be available for a session on computer security, a wonderful offer.

### Legislative Update

Secretary Gregory reported that there may be an upcoming bill requiring filters in order to receive State Aid for libraries.

## 8. Unfinished Business

At the March 8th board meeting, trustees asked Director Colpaert to check with the Community Foundation regarding the Daume Scholarship Fund balance. Mrs. Colpaert received a spreadsheet for the last year, reporting there is \$5,000 in that fund. Approximately \$100 is being added to the fund each month. We can only expend the interest on the fund, after administrative fees have been deducted. The Community Foundation's Annual Report will be out shortly. The Executive Director of the Foundation offered to help us to publicize the scholarship fund.

## 9. New Business

Motion by Secretary Gregory, supported by Trustee Taylor, to approve the bills for the month ending March 31, 2004 in the amount of \$637,516.94. Motion carried.

Motion by Vice-Chair Lux, supported by Secretary Gregory, to accept the resolution as printed and the ballot language as stated in the resolution drafted by Attorney Bruce Laidlaw. Ballot language incorporated into the resolution is seeking 1 mill. Voters will notice the language on ballot is simple and straightforward. Motion carried.

Motion by Trustee Taylor, supported by Secretary Gregory, to make the changes recommended by our auditor to the account line items in the library's budget. Motion carried.

The board discussed the Board Self Evaluation document Director Colpaert brought back from PLA. It was decided to invite Jim Seidl to facilitate a workshop on this subject. It was also decided to look have trustees complete the document in same time frame as the director evaluation and staff evaluations which are in October. It was assigned to the Policy and Personnel Committee to review the document and bring back a proposal, perhaps to the June board meeting.

Motion by Trustee Taylor, supported by Vice-Chair Lux, to send out letters of appreciation to municipalities marking National Library Week. Motion carried.

Motion by Vice-Chair Lux, supported by Secretary Gregory, to approve the bid for the Ellis Reference and Information Center repaving project bid from Al's Asphalt Paving of Taylor, Michigan in the amount of \$122,353, that Addendum #1 be rejected, and the total project be capped not to exceed \$190,000 in case of any overrun. The bid came in 40% less than budgeted. The architect checked the bid over very carefully. The rest of project includes landscaping and lighting in the parking lot. Motion carried.

Motion by Vice-Chair Lux, supported by Trustee Taylor, to approve changing the date of All Staff Day to Friday, May 21, 2004 to be held in the River Raisin Room at the Intermediate School District. Motion carried.

#### 10. Director's Report

The upgrade to the automation system is complete, the software doesn't seem to have bugs in it. Staff is pleased with the catalog searches. The software consultant was impressed by how fast the project was completed, and said that staff worked hard and well together.

The new 2004 Mazda mini van has arrived.

Miss Jill McCormick, Miss Monroe County, picked literacy as her topic and the library as her partner for her community service project. We are making a scrapbook for her of the different programs she has done in nearly all of the library's branches, a collection of pictures of her ballet and princess programs.

#### 11. Board Comments

Vice-Chair Lux said a lot of work went into the millage campaign four years ago and we are basking in the glow of the surrounding communities being pleased with our services. He cautioned us to be careful not to let that feeling cause us to sit on our laurels. A lot of hard work and effort needs to be put into this millage too. The PowerPoint presentation taken around to communities last time was very effective. He said the Technology Committee will be preparing an update to the policy for Internet usage in the near future. He also thanked Director Colpaert for her work on gathering millage information.

Trustee Taylor also thanked Director Colpaert for her work on the millage information. It is a lot of work, but very helpful. She is glad about the board self-assessment and goal setting. "We work well together and it will help to do a realistic assessment and set realistic goals."

Secretary Gregory commented on the MCLS logo on the mouse pad and the new service brochure and said we need to inform patrons that MCLS needs their help to keep going.

Chair Calder said she had sent a letter to editor of the Monroe Evening News. The Technology Committee will address modem issues, public relation issues, Internet support, what we can and cannot do, in a clear, user-friendly way, in their policy review. She also thanked Director Colpaert and her staff for the efficient way they handled the automation upgrade; it was rather seamless.

12. Public Comment - Bettina Pearch commented on how much she loves her library, comes in every Wednesday night. She said the staff is just wonderful. She uses our Internet site on her lunch hour searching for books and videos. She gets benefit from her tax dollars from library services.

#### 13. Announcements

Date of Next Board Meeting - Monday, May 10, 2004 @ 6:00 p.m., at the Newport Branch Library , 8120 N. Dixie Hwy., Newport.

#### 14. Adjournment

Motion by Secretary Gregory, supported by Vice Chair Lux, to adjourn the meeting at 7:18 p.m.  
Motion carried.

Respectfully submitted,  
Larry Gregory, Secretary  
Catharine Calder, Chairperson