

**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 October 18, 2004 at the Dorsch Memorial Branch Library , the meeting was called to order by Vice-Chairperson Fred Lux. Roll call by Secretary Larry Gregory follows:

Present: Fred Lux, Vice-Chair; Larry Gregory, Secretary; Elizabeth Taylor and MaryAnn Bourque, Trustees; Nancy Colpaert, Director; and Diane Fetterly, Recording Secretary.

Excused: Chairperson Catharine Calder

Staff: Nancy Bellaire, Cindy Green, Heidi McCraw

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

2. Motion by Trustee Taylor, supported by Secretary Gregory, to accept the agenda as amended. Item #6 was changed to report from Heidi McCraw, Head of Collection Services. Motion carried.

3. Motion by Trustee Bourque, supported by Trustee Taylor, to accept the minutes of the regular board meeting September 13, 2004 as printed. Motion carried.

4. Public Comment - Librarian Cindy Green welcomed the board.

5. Jim Seidl, director of the Woodlands Cooperative Library, thanked all the staff for their help today in distributing the 5,000 cd's to coop members. The cd's were from a legal settlement and were valued at more than \$5,000. Mr. Seidl presented the board with handouts on board development. He touched on the topics of fiduciary responsibility, board organization, by-laws, goals and objectives, and policies. He said the board represents the public and should be heard as one voice. Board members thanked Mr. Seidl for coming to Monroe and providing so much information. It gives them a lot to think about.

6. Heidi McCraw, Head of Collection Services, briefed the board on collection development. The Material Selection Committee is comprised of twelve librarians, or subject specialists, purchasing books in their area of expertise. They hold an annual meeting in January to plan spending for the new fiscal year. Ms. McCraw also reviewed the strategic plan goals and how they will relate to collection development. The upgraded edition of Millenium library automation software will allow rotating collections and this will greatly benefit patrons at branches. Acquisition software will be purchased in early 2005 and will provide a major advance that patrons will love; items ordered will be listed in our catalog as "on order".

7. Consent Agenda

Motion by Secretary Gregory, supported by Trustee Taylor, to accept the items on the consent agenda, including the September 2004 Financial Report, and place on file. Motion carried.

8. Committee Reports

Finance Committee

Secretary Gregory said the committee met on October 14th and discussed the financial reports and bills for September. We sent a proposal to Milan Public Library outlining an Acceptable Use Policy and just this afternoon received a counterproposal. The Finance Committee and the Director will review at the next meeting. Phase III of the Ellis project is just about completed. There was some concern if the shift of summer tax collection would impact the Library System, but according to the Treasurer's office, it does not. He also said that he and Director Colpaert attended a London Township board meeting after the MCLS board meeting last month to answer questions and give a presentation and the board and audience were very receptive. He suggested that for those areas who don't have a branch facility, that Director Colpaert and a board member attend a township board meeting at least once a year.

Facilities Committee

Chair Bourque said they had a meeting last month.

Policy and Personnel Committee

Chair Gregory said met on October 7th and there are a number of action items on tonight's agenda.

Community Partnering Committee

Chair Betsy Taylor said they on September 23rd and discussed a lot of library programs such as Writer's on the River, Black History Month, Nurse Rosy, etc. Details listed in committee minutes. We are still looking for a corporate sponsor for summer reading and working on a unified way to present our promotional materials. Next meeting scheduled after the first of the year.

Technology Committee

Chair Lux said they met on September 30. The majority of the meeting was review of the draft revised technology plan. Wireless access and the circulation system upgrade were also discussed.

Woodlands Update

Secretary Gregory said he and Vice-Chair Lux attended the September 16th meeting. The big news to come from it was the per capita funding for FY 04-05 will be the same as 2003 which is 43.6 cents.

Legislative Update

Secretary Gregory said as usual Director Colpaert did a good job of familiarizing everybody with what is going on in Lansing.

9. Unfinished Business

The board referred the October 12th letter regarding the reciprocal borrowing agreement with the Milan Public Library to the Finance Committee.

10. New Business

Motion by Secretary Gregory, supported by Trustee Bourque, to approve payment of the bills for the month ending September 30, 2004 in the amount of \$493,150.18. Motion carried.

Motion by Trustee Bourque, supported by Secretary Gregory, to approve the proposed changes to the Government Documents section of the Collection Development Policy as presented. This is in response to an earlier situation this year when the Supt. of Documents asked us to pull documents from the shelves and then changed his mind. We had not yet destroyed them and returned them to the shelves. Motion carried.

Motion by Secretary Gregory, supported by Trustee Taylor, to accept the corrected minutes of the November 10, 2003 board meeting. Motion carried.

Motion by Trustee Taylor, supported by Trustee Bourque, to accept the draft Public Access Fax Policy. Motion by Trustee Taylor, supported by Trustee Bourque, to amend the main motion to accept the draft Public Fax Policy, striking specific dollar amounts and have a procedure developed including the costs. Amended motion carried. Main motion carried.

Motion by Trustee Taylor, supported by Secretary Gregory, to adopt the updated version of the Internet Service Policy. This version is more specific, and came about from suggestions from the Technology Department addressing various problems encountered. Language was added to support Wireless Access. Motion carried.

Motion by Trustee Taylor, supported by Trustee Bourque, to go into closed session, per Director Nancy Colpaert's request as provided in Section 8(a) of the Open Meetings Act to consider her annual performance evaluation as director. Roll call vote: MaryAnn Bourque, aye; Betsy Taylor, aye; Larry Gregory, aye; and Fred Lux, aye. Meeting adjourned at 7:27 p.m. and reconvened at 7:53 p.m. Policy & Personnel Chair Larry Gregory said the board evaluated Director Colpaert's performance and gave her Satisfactory, the highest possible rating in each area. Board members feel that Nancy is doing a very good job running the Library System.

Motion by Trustee Taylor, supported by Trustee Bourque, that Director Colpaert receive a 2% merit pay increase effective with the pay period beginning October 17, 2004. Motion carried.

Confirmed date and time of Budget Workshop, to be Wednesday, November 17th, 5:00 p.m. at Ellis.

11. Director's Report

Director Colpaert thanked Cindy Green and Dorsch staff for hosting the meeting tonight. She thanked the board for a positive performance review and said she could not have accomplished all we did this year without the dedicated, creative, enthusiastic (but very tired) staff. It has been a long year and we are looking to conclude the Bedford and Ellis projects and maybe look forward to just one building project next year.

Asst. Director Nancy Bellaire briefed the board regarding the Bedford Branch Library progress. The carpet is down, the concrete is fine; they are taking delivery on shelving and have begun to

install it. She had pictures showing the building's progress. Waiting for the Interior Designer to give a date when we can take occupancy of the building.

Michigan Commission for the Blind had their board meeting in Monroe today, they move their meetings around the State. Cindy Green and Charmaine Wawrzyniec who are members of the Low Vision Coalition represented the library and addressed the commission talking about what the Library System and the Low Vision Coalition do for the community. The board was very impressed with the services that we are trying to coordinate and offer in Monroe County.

We received a letter from Senator Bev Hammerstrom, announcing a \$10,000 grant for Blues/Black History Month programming. Bill Reiser writes an excellent grant. This is another example of a dedicated staff embracing library services and seeking funding to support it.

The automation software upgrade was completed last weekend.

12. Board Comments

Board members commended Jim Seidl and Heidi McCraw for the wonderful and thorough reports. Secretary Gregory said he appreciated the efforts put forth by the staff, thanked Nancy Colpaert and Nancy Bellaire for their efforts, and said we definitely are headed in the right direction.

13. Public Comment - none.

14. Announcements

Date of Next Board Meeting - Monday, November 8, 2004 @ 6:00 p.m., at the Ellis Reference and Information Center , 3700 S. Custer Rd., Monroe.

15. Adjournment

Motion by Trustee Taylor, supported by Secretary Gregory, to adjourn the meeting at 8:17 p.m. Motion carried.

Respectfully submitted,
Larry Gregory, Secretary
Catharine Calder, Chairperson