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 17, 2005 at the L.S. Navarre Branch Library, the meeting was called to order by Vice-Chairperson Gregory. Roll call by Secretary Elizabeth Taylor follows:

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

Excused: Catharine Calder, Chair

Staff: Nancy Bellaire, Jenny Hensley

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

2. Motion by Trustee Lux, supported by Secretary Taylor, that the revised agenda be adopted. Consider circulation policy proposal changes added to agenda before director evaluation. Motion carried.

3. Motion by Trustee Lux, supported by Trustee Bourque, to accept the minutes of the regular board meeting September 12, 2005 as printed. Motion carried.

4. Public Comment - Community Librarian Jenny Hensley welcomed the board to Navarre . She noted that tonight is the first session of Monday Night Study Group at the Navarre branch and students will be meeting at the other end of the library.

5. Consent Agenda

Motion by Trustee Bourque, supported by Secretary Taylor, to accept the items on the consent agenda, including the September 2005 Financial Report, and place on file. Motion carried.

6. Committee Reports

Finance Committee

Vice-Chair Gregory reported that the committee met October 5 th . The committee reviewed financial reports and bills as well as the spreadsheet showing penal fine income to date. They reviewed preliminary income projections for 2006 and reviewed a proposal for janitorial services for Ellis, which is on tonight's agenda.

Facilities Committee

The committee will meet November 8 th , 9:00 a.m. at the South Rockwood Branch Library.

Policy and Personnel Committee

Vice-Chair Gregory said the committee met Nov. 14 th and reviewed and revised the Employee Assistance Program policy. The policy is on the agenda tonight for consideration. Director Colpaert updated the committee on her correspondence with retiree health care attorney Michael VanOverbeke regarding part time employees working more than 1000 hours per year. Our application for Medicare Part D subsidy is underway.

Community Partnering Committee

Secretary Taylor said the committee will meet after the New Year and reminded board members of Writers on the River to be held on Sunday, November 13 th from 1-3 pm.

Technology Committee

Trustee Lux said the committee did not meet. The Bill & Melinda Gates Foundation will provide funding for a second round of computers to libraries.

Woodlands Update

Vice-Chair Gregory said state financing is in limbo, and fortunately MCLS is also supported by property taxes and penal fines. Sheriff Dept. lay offs would impact penal fine income.

Legislative Update

Vice-Chair Gregory said we are waiting for the Governor to present the 2006 budget to see how cuts will affect libraries in the state.

7. Unfinished Business

There is nothing new to report on the reciprocal borrowing agreement with Milan Public Library from their board. The board discussed whether to participate in the Frenchtown Township Kroger Tax Appeal. Other government agencies are not participating and it would cost MCLS $428 for $617 in additional income. Motion by Trustee Bourque, supported by Trustee Lux, to decline participation in the appeal. Motion carried.

8. New Business

Motion by Trustee Lux, supported by Trustee Bourque, to approve payment of the bills for the month ending September 30, 2005 in the amount of $504,600.20. Motion carried.

Motion by Secretary Taylor, supported by Trustee Lux, to adopt the Employee Assistance Program policy, provided through Symmetry in Toledo , Option 4 for $2525 as recommended by the Policy & Personnel Committee. Motion carried.

Motion by Secretary Taylor, supported by Trustee Lux, to renew the Ellis janitorial contract with Medley Mercantile for one year, January 1, 2006 through December 31, 2006. Motion carried.

Motion by Trustee Lux, supported by Trustee Taylor, to adopt the circulation policy proposal changes as presented. 1) Eliminate processing fee ($5.00) when patron replaces a lost item with a new one. 2) Reduce limited card "limits" from 2 books and one movie to any 2 items. 3) Review requirements for limited and regular library cards. The list required for limited card is what most libraries require for a regular card. 4) Reduce maximum fine on books to $2.00. 5) Engage a material recovery service (collection agency) to get back materials from those who have not returned materials valued at over $100. Motion carried.

Motion by Trustee Lux, supported by Trustee Bourque, to go into closed session, per Director Nancy Colpaert's request, for the specific purpose of the annual evaluation of our director. Roll call vote: Fred Lux, yes; MaryAnn Bourque, yes; Betsy Taylor, yes; Larry Gregory, yes; Cathe Calder excused. Meeting adjourned at 6:38 p.m. and reconvened at 6:59 p.m. Policy and Personnel Chair Larry Gregory said the board evaluated Director Colpaert's performance and gave her Satisfactory, the highest possible rating in each area. The board is very pleased with Director Colpaert's performance.

Motion by Trustee Lux, supported by Trustee Bourque, to give a 2% merit pay increase to Director Colpaert, effective today. Motion carried.

9. Director's Report

Director Colpaert thanked the board for their support, indicating it has been a very difficult year, implementing numerous changes in services, branch hours, and adding staff, afforded due to increased funding. She thanked Librarian Jenny Hensley for hosting the meeting.

MCLS received a certificate for completing the Library of Michigan's Quality Standards for Libraries, the Essential level and Ms. Colpaert listed the new standards needed to complete the next Enhanced level.

10. Board Comments

Board members congratulated Ms. Colpaert for another great year as director. Secretary Taylor commented on the program flyers done in color, "they are marvelous, it's the first time I looked at each and every one of them." Trustee Bourque said they are very professional. Ms. Colpaert said "our graphic artist, Katie Macaro, does a wonderful job."

11. Public Comment - none.

12. Announcements

Date of Budget Workshop - Wednesday, November 9, 2005 @ 5:00 p.m. at Ellis.

Date of Next Board Meeting - Monday, November 14, 2005 @ 6:00 p.m., at the Ellis Reference and Information Center, 3700 South Custer Road, Monroe, MI.

13. Adjournment

Motion by Secretary Taylor, supported by Trustee Bourque, to adjourn the meeting at 7:08 p.m. Motion carried.

Respectfully submitted,

Elizabeth J. Taylor, Secretary

Catharine Calder, Chairperson