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 11, 2005 at the Bedford Branch Library, Temperance, the meeting was called to order by Chairperson Catharine Calder. Roll call by Secretary Elizabeth Taylor follows:

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

Staff: Nancy Bellaire, Lois White

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

2. Motion by Vice Chair Gregory, supported by Trustee Bourque, to accept the agenda as presented. Motion carried.

3. Motion by Trustee Lux, supported by Secretary Taylor, to accept the minutes of the regular board meeting March 11, 2005 as printed. Motion carried.

4. Public Comment - Bedford Branch Library Advisory Board Member A. M. Davis welcomed the board to the newly renovated Bedford Branch Library. Advisory board member Paul Bourque was also in attendance.

5. Jackie McMahon, President of the Bedford Friends Group updated the board on their purchase of equipment for the library. They have a newly designed book bag that sells for $10 and half of the newly purchased order has already been sold. There is an upcoming book sale containing hundreds of donated books from area patrons.

6. Community Librarian Lois White told the board that their circulation has skyrocketed and that the tutorial and meeting rooms are always booked by various groups and organizations.

7. Consent Agenda

Motion by Secretary Taylor, supported by Vice-Chair Gregory, to accept the items on the consent agenda, including the February 2005 Financial Report, and place on file. Motion carried.

8. Committee Reports

<u>Finance Committee</u>

Chair Calder reported that the committee met last week. Penal fines are down 13% year-to-date. Many items are on tonight's agenda for consideration. She complimented Director Colpaert for notifying the City of Monroe about a shortfall in the budget for maintaining the Dorsch and Navarre branch libraries.

Facilities Committee

No meeting.

Policy and Personnel Committee

Chair Gregory said several items are on tonight's agenda. The committee is still working on a draft of the Public Relations Policy. The committee was informed that Monroe County Library Youth Services Staff will be offering programs at the London Township Community Center , long requested by township residents. The youth staff will also work with the Milan Public Library to offer programming in the City and Township of Milan .

Community Partnering Committee

No meeting.

Technology Committee

No meeting.

Woodlands Update

Vice-Chair Gregory and Trustee Lux attended the board meeting on March 17 th . Nancy Robinson is filling in as Acting State Librarian. Mr. Gregory and Mr. Lux, along with Ms. Colpaert and interlibrary loan staff will attend the Woodlands Retreat in Hillsdale on May 12 and 13. Mr. Gregory reminded everyone to get their tickets for the May 15 th Tiger Ballgame which benefits libraries in Michigan .

Legislative Update

We will receive the same rate per capita as last year, $43.6 cents, unless the State decides to make more cuts.

9. Unfinished Business

Chair Calder said there is nothing new to report on the reciprocal borrowing agreement with Milan Public Library . It was sad to see they had to cut hours due to the defeated millage. We will continue to track it and be as supportive as we possibly can.

10. New Business

Motion by Trustee Bourque, supported by Vice-Chair Gregory, to approve payment of the bills for the month ending March 31, 2005 in the amount of $901,966.44. Motion carried. The bills included an additional payment on the principle for the Ellis building renovation project.

Motion by Trustee Lux, supported by Secretary Taylor, to accept the proposal from Cooley Hehl Wohlgamuth & Carleton to conduct the audits for MCLS for 2005, 2006, and 2007. Motion carried.

Motion by Secretary Taylor, supported by Trustee Bourque, to approve submitting the grant application, due May 2 nd , to the Rural Arts & Cultural Program for 2006 Black History Month Blues programming. Last year we were awarded a $10,000 grant. Motion carried.

Motion by Trustee Lux, supported by Vice-Chair Gregory, to partner with Monroe County Intermediate School District on Be Their Hero From Age Zero Initiative and contribute $500 per their request. MCLS has been actively involved since it began in 2002. Co-sponsor names will be on all materials for the upcoming summit featuring Chick Moorman. Motion carried.

Motion by Trustee Bourque, supported by Vice-Chair Gregory, to update the circulation policy to include the limited card description which allows patrons to borrow 2 books and 1 media item if they produce two pieces of identification. Motion carried. The policy will be posted on the Internet.

Motion by Vice-Chair Gregory, supported by Trustee Lux, to award the 2005 Mary Daume Scholarship in the amount of $250 to Summerfield-Petersburg Community Librarian Doris Sheldon. Motion carried. Ms. Sheldon is finishing up schooling for her library degree from Wayne State University . The Community Foundation will issue a check to the school. Chair Calder said this is just one more success story in a long line of success stories where MCLS has supported people's education and then we get another trained librarian on staff.

Motion by Secretary Taylor, supported by Trustee Bourque, to recognize the records retention policy schedule from the State of Michigan for Michigan public libraries, and attach it to our policy. The document cannot be altered in any way. The creation date will be noted on files as well as how long it is to be retained. Motion carried.

Motion by Secretary Taylor, supported by Trustee Lux, to allow employee participation in the four AFLAC programs that are available at no cost to the library. Beginning with the 2006 budget year, allow participation in AFLAC Plus One and dependent daycare programs, pre-tax programs, that require a $450 administration fee to start. Motion carried.

The board discussed in detail the Internet Acceptable Use Policy, turn on/off of wired access in small study rooms in branch libraries, and compliance with Public Act 212. The board desires to provide the best service we can without having to filter our computers. It was recommended that the Policy & Personnel and Technology look at this issue in more depth.

Motion by Trustee Lux, supported by Secretary Taylor, to make the necessary changes from a 1099 form to a W-2 form for MCLS board members including all the details to set up necessary accounts and fund them as needed effective with this meeting to comply with IRS regulations.

11. Director's Report

Director Colpaert thanked Community Librarian Lois White for hosting the meeting and providing a tour of the library after tonight's meeting.

Penal fines for the month of March were $73,397, which is still behind last year at this time.

Summer Reading flyers are available now and were distributed at the Celebrate Children event at the Frenchtown Square Mall last Saturday. Sensational Beginnings and Debra Shah contributed to the printing of the flyers.

A surveyor has been at the South Rockwood library surveying property lines with a possible library improvement project in the future.

Chair Calder thanked Director Colpaert for keeping Senator Bev Hammerstrom informed about the district library legislation.

12. Board Comments

Trustee Lux said he was very impressed with things the Bedford Friends Group has been doing. He thanked Librarian White for hosting the meeting and giving a tour after the meeting.

Vice-Chair Gregory said the Bedford Friends were doing an excellent job, he hears about them all the time in London Township .

Trustee Bourque wished the Friends good luck on their upcoming book sale and congratulated them on all the things that they have done a really good job. She said she was very impressed with the book reviews in the Bedford Now by Bedford staff Lois White and Anne Keller.

Secretary Taylor thanked Librarian White for hosting the meeting and was looking forward to the tour of the building. This was her first time visit to the beautiful library. She said employees will appreciate having a great benefit like AFLAC.

Chair Calder thanked the Friends group for their contributions to making Bedford a great building. She remembered former board member John Zack and how much he meant to the library system. He was appointed to the board and served 26 years until the retired. He also served endless on the Woodlands Cooperative Library board. "John has made a huge difference in our lives whether we knew him or not."

13. Public Comment - Paul Bourque thanked the board for the get well wishes. A.M. Davis commended MCLS for their Food for Fines and Fine Friendly First Fridays programs that get back overdue materials while helping out charities. He also mentioned that it was a much friendlier way to handle things than a collection agency.

14. Announcements

Date of Next Board Meeting - Monday, May 16, 2005 @ 6:00 p.m., at the Maybee Branch Library, 9060 Raisin St. , Maybee.

15. Adjournment

Motion by Trustee Lux, supported by Secretary Gregory, to adjourn the meeting at 6:53 p.m. Motion carried.

Respectfully submitted,

Elizabeth J. Taylor, Secretary

Catharine Calder, Chairperson