

**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 10, 2006 at the Blue Bush Branch Library, the meeting was called to order by Chairperson Lux. Roll call by Secretary Elizabeth Taylor follows:

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

Staff: Jane Steed, Rachel Braden

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

2. Motion by Secretary Taylor, supported by Trustee Calder, that the agenda be approved as presented. Motion carried.

3. Motion by Trustee Bourque, supported by Vice-Chair Gregory, to approve the minutes of the regular board meeting March 13, 2006 as printed. Motion carried.

4. Public Comment - None

5. Monroe County Treasurer Kay Sisung briefed the board on how the library accounting department and the treasurer's office work together.

6. Received 2005 audit report from Deb Sabo, Cooley, Hehl, Wohlgamuth & Carleton. Ms. Sabo commented that everything went real well, the accounting department did a good job. They do not have any comments or recommendations. It was a "clean" audit.

7. Consent Agenda

Motion by Trustee Calder, supported by Vice-Chair Gregory, to accept the items on the consent agenda as presented, including the March 2006 Financial Report, and place on file. Motion carried.

8. Committee Reports

Finance Committee

Trustee Calder reported that penal fines for March were fabulous. The committee is recommending a number of action items on tonight's agenda.

Facilities Committee

Trustee Bourque said the committee toured the Ellis building to view employee work areas. It is overcrowded; the tech staff of five, along with computers and servers work in an area of 268 square feet. Reference and circulation areas, along with processing and administration offices have little workspace, and there is no longer room for storage. They recommend moving the meeting next month to Ellis so that the entire board can tour the building. Materials are packed up at the South Rockwood branch, ready to go when we receive word from the owner and township as to how long building will be closed for remodeling.

#### Policy and Personnel Committee

Vice-Chair Gregory said the committee discussed a multitude of things that are listed on tonight's agenda for action.

#### Community Partnering Committee

There was no meeting.

#### Technology Committee

Chair Lux said the committee met today to discuss the RFP for network upgrade. Minutes are in tonight's packet. Ms. Braden is here tonight to answer board's questions.

#### Woodlands Update

Vice-Chair Gregory said the meeting was cancelled because of a storm.

#### Legislative Update

Vice-Chair Gregory said action on the seat belt law has been delayed because of concerns from library groups. The new law would redirect some penal fines from libraries.

9. Unfinished Business - none.

#### 10. New Business

Item L on agenda was moved to the beginning. Motion by Trustee Bourque, supported by Secretary Taylor, to approve the Technology Committee's recommendation and authorize Ms. Braden to award Phase I to Troy Tech Services to study the existing network and the technology needs of the Monroe County Library System not to exceed \$14,720. Motion carried.

Motion by Trustee Calder, supported by Vice-Chair Gregory, to approve payment of the bills for the month ending March 31, 2006, in the amount of \$1,146,892.77. Motion carried.

Motion by Trustee Bourque, supported by Trustee Calder, to accept the audit report for year ending December 31, 2005. Motion carried. Trustee Bourque commended Director Colpaert and her staff on the very good report.

Motion by Trustee Calder, supported by Trustee Bourque, to amend the 2006 budget to correct the mathematical error discovered by the auditors. Motion carried.

Motion by Trustee Calder, supported by Secretary Taylor, to adopt the resolution to change the MCLS investment policy language to coincide with the County of Monroe Investment Policy . Motion carried. Our language reflects the language of the county's investment policy.

Vice-Chair Gregory led the board in a self evaluation discussion. One recommendation was to have board members attend more functions presented by library, to present a united front; a lot of nice and wonderful things have happened because the library has made a good impression on the community. Another was to have an orientation program or mentor program, to acclimate new board members, there is a lot to learn as a new member. Mr. Gregory asked Policy and Personnel Committee to take a look at this issue. Overall, board members thought we were doing very well.

Chair Lux said in tonight's folder, there is information on a basic training for trustees' workshop and the agenda. The workshop is in Marshall Michigan on Saturday April 29 th . He encouraged all board members to register, the deadline is this week.

Vice-Chair Gregory said the Policy and Personnel Committee reviewed the library's policy on lost and damaged books after receiving a comment from a patron. The committee agreed that the policy in place adequately covered damaged materials. Director Colpaert will send the patron a letter advising him of the committee's findings.

A spreadsheet detailing the cost of color photocopies at area businesses was presented, addressing a question at last month's meeting regarding the library's charge of \$1.00 per color copy.

Motion by Trustee Calder, supported by Vice-Chair Gregory, to adopt the revision to the MCLS Personnel Policy on Transfers, Promotions and Demotions, adding the words *in writing to director* . Motion carried.

Motion by Secretary Taylor, supported by Vice Chair Gregory, to adopt the change in the 2006 Salary Schedule for Page I & II staff positions due to the increase in minimum wage to \$6.94 effective October 1, 2006. Page I will be \$7.00/hr up from the \$6.49 hr. and Page II will be \$7.95 up from \$7.37. Additional increases in minimum wage will take place in 2007 and 2008.

Motion by Secretary Taylor, supported by Trustee Calder, to temporarily increase the hours open at the Newport Branch Library at the point the South Rockwood branch closes for renovation. We have not yet received a notice to close South Rockwood . Staff normally scheduled at South Rockwood would work at Newport . Motion carried.

Motion by Trustee Calder, supported by Secretary Taylor, to close all branches on May 18 th All Staff Day for a half-day training session. Branches will reopen at 2:00 p.m. Motion carried.

Motion by Secretary Taylor, supported by Trustee Bourque, to change the May 8 th meeting venue from Newport to Ellis. Motion carried.

## 11. Director's Report

Director Colpaert thanked Jane Steed, Community Librarian of the Frenchtown library branches Frenchtown-Dixie, Blue Bush and Vivian.

Monroe County Library System will be a sponsor at the Be Their Hero from Age Zero summit May 11, 2006 at the ISD. Musician Jim Gill will perform a "Concert of Music and Play", at 10:30 a.m. The concert is being promoted at children's library programs and in all branches.

The statistics report includes graph and charts and is now in color. The last page is a new page showing the number of hits on our webpage, what Top 10 pages are looked at, how many times the Top 10 is downloaded, and what search engines and search phrases are used. This will help us tailor what is featured on our web page.

Gabriel, Roeder, Smith, actuaries, put together five year projections for the retirement pension contributions (not healthcare); including the library. While we are overfunded at this point, next year we will be minimally overfunded, and after that we will be making a contribution of one to two percent for the next two years.

We are preparing to hold tournaments in branches for families, teens, tweens, children of all ages for video games, Mario Kart, and Dance, Dance, Revolution. Trustee Calder said it is great, because periodically someone will raise the issue that there is nothing in Monroe for teens to do, and the library is filling that niche more and more. A press release will be issued at later date.

## 12. Board Comments

Secretary Taylor thanked Community Librarian Ms. Steed and the Blue Bush staff for hosting tonight's meeting and Ms. Braden for her presentation. She asked the board for their support of the Countywide Technology Millage renewal on May 2 nd . Motion by Trustee Calder, supported by Vice-Chair Gregory to adopt the resolution supporting the countywide technology millage. Motion carried. Secretary Taylor commented that the landscaping at Ellis was wonderful and asked that the board packets be arranged in order of the agenda.

Trustee Calder said she was glad so many MCLS staff went to PLA in Boston , and doubly pleased Ms. Bourque went as a trustee. She congratulated Ms. Colpaert and her staff on the audit, saying it is a delight always as trustee to sit through an audit report that is clean. It has always been that way since she has been on the board. She thanked Ms. Taylor for bringing up the technology millage.

Vice-Chair Gregory thanked Ms. Steed and Ms. Braden for all their efforts.

Trustee Bourque said she enjoyed the library conference. She went to technology meetings, trustee meetings, meetings about running millage campaigns. She found out we are already doing things right which is comforting when you go to something like that. She was amazed at technology, libraries becoming social places, people getting things off Internet; important keep up on it much as we can.

Chair Lux thanked Rachel for the countless number of hours gone into the network proposal and all the background work done on it. He encouraged trustees if it fits into their schedule to take a look at that trustee workshop on 4/29. He thanked everyone on the board for their hard work tonight; it was a long meeting.

#### 13. Announcements

Date of Next Board Meeting - Monday, May 8, 2006 @ 6:00 p.m., at the Ellis Reference and Information Center .

#### 14. Adjournment

Motion by Vice Chair Gregory, supported by Secretary Taylor, to adjourn the meeting at 7:48 p.m. Motion carried.

Respectfully submitted,

Elizabeth J. Taylor, Secretary

Fred Lux, Chairperson