



City Manager's Bits & Pieces

TO: St. Joseph City Commissioners

FROM: Richard I. Lewis, City Manager *RL*

DATE: December 13, 2013

I hope everyone is getting into Holiday Mode. With the wonderful events last weekend in our downtown, it is pretty hard not to be. I want to give thanks to our Parks Department and St. Joseph Today for all their efforts. They have truly made it into a wonderland.

Vacation

Beginning December 22, I will be on vacation. I will be back in the office on January 2. Deb Koroch will be in charge in my absence, but I will be monitoring my email and of course if something comes up, please call.

January 6, 2014 Study Session

Yes I know, we haven't even finished this year and we are already starting on next. There are four topics for the Study Session scheduled for January 6. (1) Silver Beach Pizza addition update, (2) City Commission Goals and Objectives, (3) Commission Rules and Regulations, and (4) Solid Waste – Commercial Pickup. A packet for the Study Session should be ready right after Christmas.

St. Joseph Employees Retirement System Board

Please mark your calendars for the meeting on January 15, 9:00 am in the Commission Chambers. Gabriel Roeder Smith & Company will be providing the June 30, 2013 Actuarial Valuation Report to the Retirement System Board, but more importantly, they will be doing a presentation on the Define Contribution vs. Define Benefit Plans. Deb Koroch had seen the presentation at a recent conference and requested it be presented to the Board and City Commission.

Jefferson School Condos

A potential purchaser from Toronto, Canada is moving ahead with plans to purchase the old Jefferson School building. The project was originally approved to include 16 residential dwelling units but the project stalled several years ago and went into foreclosure; currently one unit is occupied and another unit has a certificate of occupancy. The zoning approval for the project was allowed to lapse, and a new owner would have to request and obtain a new Planned Unit Development (PUD) zoning approval through the Planning Commission and City Commission before resuming work on the building. The developer is working to prepare the zoning application, and they indicate they plan to request the same 16 dwelling units as were previously approved and hope to request and obtain approval for the project and complete four additional units by April. Other than the updates through the Bits & Pieces, I will be recusing myself from this process because of my interest in purchasing a unit in the facility.

Southwest Michigan Planning Commission

The 2012 annual report of the Southwest Michigan Planning Commission is available on the agency's website. This brief document will help residents understand the SWMPC's work not only as an independent planning agency but also as the metropolitan planning organization responsible for acting as a liaison between citizens, local governments, the Michigan Department of Transportation, and the Federal Highway Administration. The link is http://www.swmpc.org/downloads/annual_report_2012_final.pdf

Inspection Department

Included in your packet is a copy of the November, 2013 department activity. Winter has certainly arrived as evidenced by the drop in permit quantities. The major commercial project for the month was the permit for the addition to the United Way building on Lakeview by CPM, Inc. The month of December promises at least one new home on Ridgeway and possibly a second if the details can be ironed out. Staff has also met with Lakeland Hospital in preparation for the renovation of the fourth floor of the oldest hospital tower on the campus which is due to also begin this month. The Inn at Harbor Village continues to progress and with a few "tolerable" days weather wise the roof trusses will begin to show. On the inside the heat is on and floors 1, 2 and 3 are being sheet rocked while on the outside literally 100's of cubic yards of concrete have been poured for decks, porches, streets and parking areas. The sheet-pile seawall along the turning basin is also being installed.

Splash Pad

Attached is a copy of the response letter sent to the Michigan Department of Environmental Quality regarding the violation notice received in October. When the splash pad was built, the City had the proper permits, but an incident in another city with their splash pad has the MDEQ revising the issue. The City has the funds set aside to make the repairs, once the requested permit is received.

Qualified Disabled Veterans Exemptions

Attached is an email and spreadsheet regarding the qualified exemptions for the 2013 tax year. The City's portion of the amount to be refunded for the five individuals (including Library) is \$8,314.10.

LED Sign

An idea has been presented to install an LED sign at the City's Main Street Welcome and Information Board. Attached is a memo from Derek Perry, Public Works & Service Director outlining the benefit to installation of the LED sign. I have approach Bob Gerbel of the St. Joseph Improvement Association to inquire if the Association would be willing to fund the project and he indicates they would. I will bring this up under the City Managers Comments section of the agenda on Monday and get your feedback.

Japanese Knotweed Survey

Attached is an update memo from Derek Perry regarding the survey. As mentioned, a final report is expected by the end of the month.

Brush Removal on the Bluff

Late last summer, Mayor Judd inquired about undertaking some additional understory brush removal along the bluff in order to open up additional views. I had Derek review the request with Parks Advisory Board who was in agreement. Last week, Mayor Garey asked about this project and for the life of me, I couldn't remember if I had passed the information along (old age). Anyway, attached is a drawing to show where the brush removal will be taking place in the spring.

Library Board

For your information, attached is the agenda, Director's Report, and other information from the November 16 Board meeting.

Closing Thought

Be a peacemaker. If your friends or family members are upset with one another, you will feel their unhappiness. Try to be the voice of reason and reconciliation.

Merry Christmas to all and I hope everyone has a safe and enjoyable holiday season.

MEMORANDUM

To: Honorable Mayor and City Commissioners
From: Rhonda Fryer – Planning/Zoning/Inspections/Property Maintenance
Subject: Monthly Report –November, 2013
Date: November 29, 2013

INSPECTION DEPARTMENT: Following are the number of **new homes and conversions from multi-family to single-family** for 2013.

NEW HOMES:	1 st Quarter	=	1	}	3
	2 nd Quarter	=	0		
	3 rd Quarter	=	1		
	4 th Quarter	=	1		
CONVERSIONS:	1 st Quarter	=	1	}	7
	2 nd Quarter	=	1		
	3 rd Quarter	=	2		
	4 th Quarter	=	3		

RENTAL INSPECTIONS: 35 rental inspections were completed by the Fire Department and 251 by the Inspection Department during the month.

**DEPARTMENT OF INSPECTIONS
MONTHLY REPORT FOR:
NOVEMBER, 2013**

TYPE	# OF PERMITS	EST. COST	FEE	TOTAL
BUILDING PERMITS:				
Residential	27	\$ 426,091.00	\$ 7,770.00	
Commercial	5	\$ 414,000.00	\$ 3,876.00	
		\$ 840,091.00	\$ 11,646.00	
				\$ 11,646.00
PLAN REVIEWS				
ELECTRICAL	7		\$ 2,588.00	
PLUMBING	6		\$ 981.00	
MECHANICAL	10		\$ 2,575.00	
DEMOLITION PERMIT	0		\$ -	
SIGN PERMITS			\$ -	
TOTAL PERMITS:	55		\$ 6,144.00	
				\$ 6,144.00
 <u>MISC. CATEGORIES:</u>				
RENTAL REGISTRATION & FEES	29		\$ 7,250.00	
DUMPSTER	3		\$ 90.00	
SPECIAL USE PERMIT	1		\$ 400.00	
CONDITIONAL USE PERMIT				
PUD APPLICATION				
VARIANCE APPLICATION				
ZONING PERMIT/FENCE			\$ -	
PMBOA / CBOA				
HOME OCCUPATION REGISTRATION				
LAND DIVISION FEE				
BOOKS			\$ -	
ZONING ORD. AMENDMENT REQUEST				
OTHER - MISC. FEE			\$ -	
			\$ 7,740.00	
TOTAL FEES COLLECTED			TOTAL	\$ 25,530.00

Respectfully submitted,

Rhonda Fryer
Department of Planning/Zoning/Inspections



700 Broad Street • St. Joseph, Michigan 49085-1276 • www.sjcity.com

DEPARTMENTS

December 12, 2013

CITY MANAGER
269-983-5541

Mr. Dale Ehinger, P.E.

BUILDING
INSPECTIONS
269-983-1212

Michigan Department of Environmental Quality
Kalamazoo District Office – Water Resources Division

CITY ASSESSOR
269-983-1231

7953 Adobe Road
Kalamazoo, MI 49009-5025

CITY CLERK
269-983-6325

Re: October 23, 2013 Violation Notice

CITY ENGINEER
269-983-5541

Dear Mr. Ehinger:

CODE ENFORCEMENT
269-983-1212

The City of St. Joseph is responding to the MDEQ October 23, 2013 Violation Notice regarding the splash pad discharge associated with the Whirlpool Compass Fountain. The letter required a response addressing the following items.

COMMUNICATIONS
& MARKETING
269-985-0349

FINANCE / TREASURER
269-983-4731

1. The date the overflow from the splash pad will be disconnected from the Combined Sewer.
2. The plan and schedule to construct facilities for the splash pad to discharge into the Waters of the State which can be permitted by a groundwater or surface water discharge permit.
3. The date you will submit a permit application to discharge the splash pad wastewater to Waters of the State.

WEST BASIN MARINA
273 MARINA DRIVE
269-983-5432

PERSONNEL
269-983-0443

PLANNING & ZONING
269-983-1212

PUBLIC SAFETY

DIRECTOR

269-985-0300

Deputy Director - FIRE

269-983-4641

Deputy Director - POLICE

269-985-0300

The City of St. Joseph intends to disconnect the splash pad from the Combined Sewer this coming spring. Ideally, the disconnection work will be complete on or before May 1st. However, the schedule for implementation of the corrective measures is predicated upon receipt of an individual NPDES permit application, allowing the discharge to Waters of State that you have noted in item 2. The NPDES Permit application, which is being sent today for processing, is included as an attachment to this letter and addresses item 3.

PUBLIC WORKS
& SERVICE

DIRECTOR

STREETS/SANITATION

WATER/SEWER

PARKS/BEACHES

TREES/LIGHTS

CEMETERY

1160 BROAD STREET

269-983-6341

The City is committed to doing what is best for the environment while protecting the health, safety and welfare of the general public. As you know, the City promptly brought this situation to the attention of the Department several years ago and has repeatedly sought Department guidance on the appropriate way to handle this circumstance. The conflicting demands between the pool permit (addressing public health concerns) and the NPDES permit (meeting surface water quality standards) presented a conundrum for City staff, our engineering consultant and Department personnel and our efforts to determine the correct solution were significantly hindered by very limited NPDES permit options. If MDEQ is considering imposing fines due to this situation, the City requests a meeting before any action is taken to further discuss the history of this matter.

WATER/SEWER

BILLING

269-983-6324

WATER TREATMENT

PLANT

269-983-1240

December 12, 2013
Mr. Dale Ehinger, P.E.
Page 2 of 2

City staff appreciates the assistance and open communication developed over the years with MDEQ District staff. We desire to continue the cooperative relationship into the future as we work through this issue and others that may confront the City.

Sincerely,



Tim Zebell, P.E.
City Engineer

Encl: NPDES Permit Application

Cc: Richard Lewis, City Manager
John Hodgson, Community Development Director
Derek Perry, Director of Public Works
Greg Alimenti, Water Plant Superintendent
Deb Koroch, Finance Director/City Clerk
Chris Cook, Abonmarche Consultants

Richard Lewis

From: Deb Koroch
Sent: Tuesday, December 10, 2013 9:53 AM
To: Bret Witkowski (bwitkows@berriencounty.org); Stephanie Masin; Florence (flo@swmiairport.com); Richard Lewis
Subject: PA 161 of 2013
Attachments: PA 161 of 2013 Exemptions.xlsx

As you know, on November 11, 2013, Governor Snyder signed into law PA 161 of 2013. The Act allows qualified disabled veterans to receive an exemption from all property taxes beginning with the 2013 tax roll; each local taxing unit must bear the loss of its portion of the taxes upon which the exemption has been granted. For those taxpayers who have already paid their 2013 summer taxes, the City will be required to refund tax dollars to the qualified veteran.

At this time the City of St. Joseph has received applications from five (5) qualified disabled veterans requesting this exemption. I have attached a spreadsheet detailing the amount of tax dollars to be refunded by each taxing unit. It is our intention to suspend distribution of all 2013 tax collections until we have sufficient revenues to make the appropriate refunds on behalf of each taxing unit. We believe this is the most efficient way to handle the situation, but we are certainly open to your recommendations regarding the amount to be refunded on behalf of your unit.

Deb

Deborah S. Koroch
Finance Director/City Clerk
City of St. Joseph
700 Broad Street
St. Joseph MI 49085

T (269) 983-4731
F (269) 985-0347

CITY OF ST. JOSEPH

PA 352 Exemptions for Tax Year 2013

Taxing Unit	11-76-1900-0124-00-2	11-76-0027-0133-00-1	11-76-6950-0029-00-3	11-76-0750-0012-00-8	11-76-3000-0014-02-2	Grand Total
County General	\$ 374.14	\$ 880.62	\$ 467.68	\$ 310.67	\$ 575.53	\$ 2,608.64
City	\$ 901.60	\$ 2,122.07	\$ 1,127.00	\$ 748.65	\$ 1,386.88	\$ 6,286.20
Streets	\$ 78.40	\$ 184.52	\$ 98.00	\$ 65.10	\$ 120.59	\$ 546.61
Library	\$ 53.31	\$ 125.47	\$ 66.64	\$ 44.26	\$ 82.00	\$ 371.68
Band	\$ 19.60	\$ 46.13	\$ 24.50	\$ 16.27	\$ 30.14	\$ 136.64
Rubbish	\$ 139.55	\$ 328.45	\$ 174.44	\$ 115.87	\$ 214.66	\$ 972.97
CSO Debt	\$ 112.11	\$ 263.87	\$ 140.14	\$ 93.09	\$ 172.45	\$ 781.66
Airport	\$ 19.16	\$ 45.09	\$ 23.95	\$ 15.91	\$ 29.47	\$ 133.58
State ED Tax	\$ 470.40	\$ 1,107.16	\$ 588.00	\$ 390.60	\$ 723.59	\$ 3,279.75
School Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Local School	\$ 356.29	\$ 838.60	\$ 445.37	\$ 295.85	\$ 548.07	\$ 2,484.18
Lake Mich College	\$ 139.97	\$ 329.45	\$ 174.96	\$ 116.22	\$ 215.31	\$ 975.91
RESA General	\$ 13.68	\$ 32.20	\$ 17.10	\$ 11.35	\$ 21.04	\$ 95.37
RESA Special ED	\$ 172.11	\$ 405.11	\$ 215.14	\$ 142.92	\$ 264.76	\$ 1,200.04
Administration Fee	\$ 28.50	\$ 67.08	\$ 35.62	\$ 23.66	\$ 43.84	\$ 198.70
Summer Total	\$ 2,878.82	\$ 6,775.82	\$ 3,598.54	\$ 2,390.42	\$ 4,428.33	\$ 20,071.93
County 911	\$ 35.28	\$ 83.03	\$ 44.10	\$ 29.29	\$ 54.26	\$ 245.96
County Law Enforcement	\$ 27.44	\$ 64.58	\$ 34.30	\$ 22.78	\$ 42.20	\$ 191.30
County Senior Center	\$ 23.52	\$ 55.35	\$ 29.40	\$ 19.53	\$ 36.17	\$ 163.97
County Parks	\$ 7.84	\$ 18.45	\$ 9.80	\$ 6.51	\$ 12.05	\$ 54.65
Administration Fee	\$ 0.94	\$ 2.21	\$ 1.17	\$ 0.78	\$ 1.44	\$ 6.54
Winter Total	\$ 95.02	\$ 223.62	\$ 118.77	\$ 78.89	\$ 146.12	\$ 662.42
Grand Total	\$ 2,973.84	\$ 6,999.44	\$ 3,717.31	\$ 2,469.31	\$ 4,574.45	\$ 20,734.35



Memorandum

Public Works & Service

To: Richard Lewis, City Manager

From: Derek N. Perry, Director

RE: LED SIGN FOR MAIN STREET INFORMATION BOARD

Date: December 6, 2013

As you know, the Department fabricates several special event and congratulation type signs every week for the Main Street Information Board. We have been doing this for several years and it is very well received and appreciated by the community. As I am sure you can attest, not having something to market or someone to congratulate is a rarity.

In addition to the Main Street Board, we also create several signs for the St. Joseph Today events that occur in our downtown. Because we are limited to two signs on the Main Street Board we place them on the Broad/State Street corner on temporary legs throughout the major tourism season. While the marketing is accomplished, the display is not necessarily the most aesthetically appealing and the temporary setup does create a potential trip hazard for the public.

Because of these concerns and the demand on the Department's resources we have discussed replacing the traditional signs on the Main Street Board with a LED changeable message board sign for several years. Not only would it allow for a variety of messages and images, but it would also provide the ability to have more than two static signs on display each day. The ability to quickly add or delete a message would also be a benefit as the traditional sign fabrication process requires a typical 4 hour lag time from notice to installation and in many requests, time is of the essence.

To convert to a 3 foot by 8 foot LED sign with a controller at City Hall on our existing information board we would require a project budget of \$18,000.00. This would include the purchase of the sign, installation and the necessary electrical work. At approximately \$85 per traditional sign we project a payback within 12-18 months.

Thank you for your consideration and please let me know if you have any questions.



Memorandum

Public Works & Service

To: Richard Lewis, City Manager

From: Derek N. Perry, Director

RE: JAPANESE KNOTWEED SURVEY UPDATE

Date: December 6, 2013

Our contractor, Randy Counterman, has completed all three phases of the physical inventory (ravine, parks and river). Unfortunately, as we suspected, we do have a significant problem with Japanese knotweed in the City. Randy stated that the knotweed is essentially one large patch all along the ravine and is only broken up where the streets cross and physically prevent it from spreading.

Randy's next step is to prepare a final report for our use which will also include other invasive plants that we need to eradicate. We expect to have that final report with maps by the end of December.

Please let me know if you have any other additional questions or concerns.



Memorandum

Public Works & Service

To: Richard Lewis, City Manager
From: Derek N. Perry, Director
RE: **UNDERSTORY BRUSH REMOVAL ON THE BLUFF**
Date: December 6, 2013

*Copy: M. Garey
C. Huggell*

Per your request, a visual representation of the approximate area that is planned to be cleared of small sized brush and woody debris is below. Large diameter sized trees with significant canopies would remain. As you may recall, this project and proposed area was discussed with the Parks Advisory Board and they are in agreement that the additional small area should be thinned to create better views from the bluff.



Please let me know if you have any other additional questions or concerns.

MEETING WILL BEGIN AT 6:00 P.M.

MAUD PRESTON PALENSKE MEMORIAL LIBRARY
BOARD OF TRUSTEES
November 26, 2013

AGENDA FOR THE MEETING

President	Call to order Announcements
President	Approval of Minutes
Treasurer	Approval of Bills Financial Report
Director	Statistical Reports Directors Report
President Comments	
Old Business	Library Status with City - Richard Lewis, City Manager Michicard - Elimination & Responses
Fundraising	Concours - Dar Davis Catching Fire - Stephanie Masin
New Business	Policy Revision - Circulation Policy Revision - Computers & Internet
Board Comments	
Public Comment	
Adjournment	

Next meeting date: January 28, 2014

Our Public Library: creatively serving the community with
diverse resources and learning opportunities

Maud Preston Palenske Memorial Library

Director's Report

November 26, 2013

To: Members of the Library Board

From: Stephanie Masin, Director of the Library

The last few months have been filled with quite a bit of change. With the elimination of the Michicard service we have looked at ways that we might continue to cooperate with other area libraries while at the same time continuing to provide the resources and services that our residents support through their taxes. The Library Board has always provided valuable insight, experience, and recommendations on our policies and I believe the Board subcommittee that worked on developing a feasible approach to this dilemma has done an outstanding job of focusing on what is fairest for our residents while still keeping the lines of cooperation open with other Berrien County residents at the same time. At the October Board meeting the subcommittee was asked to come up with a better option than the three that were presented at that time. I believe they have succeeded and the recommendation for a reciprocal borrowing agreement is in this packet. Change is never easy, but it can be, and often is, an opportunity to learn, grow, and adapt.

INTRODUCTION

Speaking of change, Richard Lewis attended last month's meeting to talk about the library's status in the City's infrastructure. Originally it seemed that the library should be a department of the City. However, after listening to the Board member's concerns and questions he asked me if I could provide further information to him about how libraries in Michigan are set-up, the structure of library Boards, and how all of that pertains to us. I sent many pages of information to him and to Board members and after some serious review it appears that, according to State code and how our library was formed, this library does not actually function directly as a City Department. However, Mr. Lewis has indicated that he would like me to continue to attend Department Head meetings. I have found those meetings to be very beneficial to both the City and Library staff, so I am thankful to have the opportunity to continue that practice.

On a much lighter note, the Friends of the Library have been busy helping staff prepare for the "Day of Gingerbread Houses." On Saturday, December 7, right after the Reindog Parade downtown, children are invited to attend one of three Gingerbread House programs throughout the day while tweens will have their own special Gingerbread House program at 3:00 p.m. Pre-registration and payment is required and sessions fill quickly! Cost for \$2 per child and \$3 per tween for the event. We are very thankful to the Friends of the Library for their help with this popular program.

The late fees are a bit lower than I anticipated when I set this year's budget, as are the reimbursements. Overall, though revenues are right about where they should be at this time of year. The same is true of most of our expenditures, though repair and maintenance, utilities, and repair and maintenance supplies are running a bit higher than I had anticipated. I will continue to watch these funds closely.

BUDGET

There are no significant changes in statistics this month. However, I do expect that when our hours adjust in January, and as we get into the inventory process we will see an impact in our overall statistics after the first of the year. The elimination of Michicard and the agreements we may or may not end up having with other area libraries will also affect our statistics.

STATISTICS

The Michicard Elimination Board Subcommittee met and recommends proceeding with pursuing reciprocal borrowing agreements with libraries in Berrien County on a case by case basis. It also recommends that such an agreement make it clear that it is important for residents in the county to demonstrate that they value library service by paying a millage income, an appropriated tax income, and/or contract fee income to fund their contracted home libraries. According to the information provided to the State Library of Michigan and accessible through the 2012-2013 Michigan Public Library Survey Statistics, the libraries in Berrien County that offer services to residents in areas that do not directly pay to support library services are Buchanan, Galien, New Buffalo, and Three Oaks. Those four libraries have agreements that allow residents in Chikaming, Weesaw, and Bertrand Townships to use their libraries without having to pay any fees for library service. In 2014 Benton Harbor Library will join that list per the agreement they signed with Benton Township to continue providing service in exchange for being able to count their residents for penal fine and state aid funding only – no direct funding will come from Benton Township for its residents' use of the Benton Harbor Library. With all of that said, the people who reside in the City of Benton Harbor, the City of Buchanan, the Village of Galien, the City of New Buffalo, and the Village of Three Oaks *do* provide direct funding support for those libraries. As such, we propose extending a reciprocal agreement to those libraries that would cover residents within those municipalities, but excludes residents in the Townships that contract with them for penal fines and state aid only. All other libraries in Berrien County do receive funding support from their contracting entities and residents. The reciprocal agreement form is submitted for your approval.

FOR BOARD APPROVAL

The staff would also propose that we withdraw from the MEL Visiting Patron program as it is a labor intensive process and it undermines the point in pursuing reciprocal agreements. We would still be a MELCat library and, as such, our residents would still be able to borrow items through the delivery service and we would still send items out through delivery to requesting libraries.

I have also submitted revisions to the circulation policy, for your approval, that reflect the elimination of Michicard and address any reciprocal borrowing agreements, or lack thereof, with other area libraries.

Last, but not least, I have included a revision of the computer use policy for your approval. With reduction in hours at neighboring libraries we have seen an increase in use of our computers by non-residents. We propose that use of the 60 minute computers be reserved for St. Joseph Library cardholders and cardholders who are set up as reciprocal users with a valid St. Joseph Library sticker on their card, per agreements we have in place with their home libraries. Anyone who is not a valid St. Joseph Library or reciprocal use library cardholder will still be able to use the express computers. We will extend all of our express computers from the current 15 minute time limit to a 30 minute time limit. No extensions will be allowed on those computers.

I have received a request from a staff member regarding FMLA leave and a revision of work hours upon return to duty. I would like to discuss this item further in closed session.

Respectfully submitted,

A handwritten signature in cursive script that reads "Stephanie Masin". The signature is written in black ink and is positioned above the typed name.

Stephanie Masin -- Director

**St. Joseph/Maud Preston Palenske Memorial Library
Board Member Listing**

				<u>Term Ends</u>
President	Rebecca Sanford 2802 Willa Drive St. Joseph, MI 49085 Sanford.LawOffice@gmail.com	208-0257 :cell 983-1803 :w 983-1837 :f	(CITY)	5-13-2016
Vice President	Nancy Bowes 2020 Lakeview Avenue St. Joseph, MI 49085 njbowes@njbowes.com	277-3722 :cell	(CITY)	5-31-2014
Secretary	Julie Beck 1400 Nelson Road St. Joseph, MI 49085 Juliebeck_acd.net	930-7542	(TOWNSHIP)	10-31-2014
Treasurer	Kate Cravens 1309 State Street St. Joseph, MI 49085 ckcravens@aol.com	983-6830	(CITY)	5-1-2015
	Mimi Elwell 3385 Middlebrook Drive St. Joseph, MI 49085 mimie2008@gmail.com	429-0916 :h	(TOWNSHIP)	10-31-2014
	Dar Davis 509 Whittlesey Avenue St. Joseph, MI 49085 drd43@sbcglobal.net	983-0742 :h 983-0275 :f 277-1616 :cell	(CITY)	5-1-2015
	Lizbeth Ann Darato 1676 Sun Prairie Street St. Joseph, MI 49085 daratoliz@att.net	429-7963 :h	(TOWNSHIP)	10-31-2015
	Michael Moon 2217 Pioneer Road St. Joseph, MI 49085 mmoon.iitg@comcast.net	982-2903 :h 449-1616	(CITY)	5-31-2014
	Diana Flora 1290 Blackhawk Trail Benton Harbor, MI 49022 dflora@brandywinebobcats.org	429-3396 :h 277-0990 :c	(TOWNSHIP)	10-31-2016
	Stephanie Masin smasin@sjcity.com St. Joseph Public Library 500 Market Street	281-0148 :h 269-338-7757 983-7168 : library phone 983-5804 : library fax	(DIRECTOR)	

Maud Preston Palenske Memorial Library
Meeting of the Board of Trustees
October 22, 2013

President, Rebecca Sanford, called the meeting to order at 6:03 PM. Other board members present were Julie Beck, Nancy Bowes, Kate Cravens, Liz Darato, Mimi Elwell, Helen Sinn, Mike Moon and Director Stephanie Masin.

Also present: Administrative Assistant Marsha Ammeson and Friends of the Library Representative Clem Brueck

Absent: Dar Davis

ANNOUNCEMENTS:

The board acknowledged Helen Sinn for her years of service on the board. She will be missed. The board welcomed new board member Mike Moon.

MINUTES:

Minutes from the September board meeting were circulated to the board members prior to the meeting. It was moved by Beck, seconded by Bowes to accept the minutes. Motion carried.

OLD BUSINESS:

None

TREASURER'S REPORT:

Board members reviewed the bills for September 2013. It was moved by Elwell, seconded Sinn to approve the bills for September 2013. Motion carried.

FINANCIAL REPORT:

The financial report was reviewed. Masin stated some categories looked high compared to budget but typical for this time of year.

DIRECTOR'S REPORT:

Statistics were steady for the month but the staff did field more reference questions than in the past.

The next trivia night is set for November 1st which will include a costume contest. The event will take place at The Heritage Museum.

The next book to movie fundraiser is scheduled for November 23. The movie will be "Catching Fire," the second installment in the Hunger Games trilogy.

The board was asked to review the distribution list for the annual appeal letter. Letter is scheduled to go out the first week of November.

The gingerbread house program has been reinstated thanks to help from The Friends of the Library. They are working on donations now and are anticipating 200 kids.

NEW BUSINESS:

Richard Lewis, City Manager, was present to discuss the structure of the library as a department of the City. Lewis shared that quite a bit of research was done to clarify this structure and the auditors and City attorney confirmed that we are not a component unit but rather a department. The board discussed the impact of the change. Masin will attend department head meetings on a weekly basis and the City will take over the exterior maintenance of the library. The interior maintenance will still come out of the library's general operating fund. This will also change how our Union contracts are negotiated. The board would become an advisory board and would no longer need to approve the bills. The City Commission would approve all policy and procedure changes. The board discussed how this would impact the relationship with St. Joseph Charter Township. The board asked for additional documentation from Lewis regarding the structure change.

OLD BUSINESS:

The Michicard services will be discontinued as of December 31, 2013. Masin shared recommendations on how the board could proceed in providing services for other library cardholders. Masin stated other libraries on holding off on their decisions to see how we proceed. After much discussion, the board made a motion to make a recommendation to the City Commission to have a shared catalog and reciprocal agreement with Lincoln Charter Township library and Bridgman Public library. It was moved by Darato, seconded Elwell. Motion carried.

The board also discussed how to provide services to other library cardholders. A motion was made to recommend to the City Commission to have other library cardholders – except Lincoln Charter Township library and Bridgman Public library patrons – to purchase a non-resident card in order to use the library services. It was moved by Elwell, seconded by Darato. Motion carried. The board also agreed to further review options with a subcommittee made up of Cravens, Bowes, Masin and additional staff members.

BOARD COMMENTS:

The board recognized and thanked both Helen Sinn and Liz Darato for their many years of service on the board.

PUBLIC COMMENTS:

Clem Brueck reported the Friends of the Library finished their small book sale and raised over \$1,000. In addition, the bus trip fundraiser collected over \$1,200. They are considering a spring bus trip. The committee will meet in November to determine which wish items to purchase.

It was moved by Elwell and seconded by Bowes to adjourn the meeting at 7:50 PM. Motion carried.

Next meeting is scheduled for November 26, 2013.

Respectfully submitted,

A handwritten signature in black ink that reads "Julie Beck". The signature is written in a cursive style with a large, looping initial "J".

Julie Beck, Secretary

MAUD PRESTON PALENSKE MEMORIAL LIBRARY CIRCULATION POLICY

The purpose of this Circulation Policy is to make the services of the Library consistent for all users, to define categories of users and their privileges, and to establish responsibilities for both Library and user. A user is a person who makes use of the materials in the Library, whether inside the building or elsewhere.

Users and Identification Cards

Residents

Michigan Compiled Law (MCL) 397.206 states that the library is for the "use of inhabitants where located." Further, MCL 397.214 states that a library "may enter into a contract with another township, city, or village to permit the residents of that other township, city, or village the full use of the library and reading room, upon terms and conditions to be agreed upon between the library board of directors and the legislative body of the other township, city, or village." In keeping with the intent of Michigan Compiled Law regarding libraries, a person may apply for a library card with the Library as a resident user if the user lives in, owns residential property in, or owns a boat slip in the City or Township of St. Joseph. Each user must apply for his/her own library card.

A free library card is issued to a resident user upon the completion of a registration card and the establishment of residency with written documentation of the user's current address. The individual making the request must provide adequate proof of ownership of a residence or boat slip. Acceptable forms of identification include a Michigan Drivers license, Michigan Registration card, or Social Security Card together with proof of residence. The card is valid for 3 years and may be renewed for additional 3 year periods.

Reciprocal Borrowing Agreements

The Maud Preston Palenske Library has reciprocal borrowing agreements with some other libraries in Berrien County. Residents from other townships, cities, or villages who have a valid library card from their home library may be eligible for reciprocal borrowing privileges if a reciprocal borrowing agreement is in place with their home library. Individuals applying for reciprocal borrowing privileges must comply with Maud Preston Palenske Library's policies and procedures, the terms of the reciprocal borrowing agreement, and must provide a photo id and proof of current address. Borrowing privileges are valid for 2 years and may be renewed for additional 2 year periods.

Fee cards

Fee cards may be purchased by persons who do not live, own residential property, or own a boat slip in St. Joseph or St. Joseph Charter Township, by persons who are not served by a library that has a reciprocal borrowing agreement with Maud Preston Palenske Library, or by persons from another state or country. Immediate family members living at the same address as the card holder are also eligible to receive cards at no additional cost. A fee card is good for one year, for a cost of \$75. Fee cards may also be purchased for three months (\$18.75), six months (\$37.50), or nine months (\$56.25). Individuals applying for a fee card must comply with Maud Preston Palenske Library's policies and procedures and must provide a photo id and proof of current address.

All Library card holders, including reciprocal borrowing card holders, are responsible for all loss of or damage to materials signed out on their library cards.

A parent or guardian must sign the registration card for a minor younger than age 16, accepting responsibility for the minor's use of the library and any loss or damage to library materials, although the minor may sign the actual library card.

All outstanding fines and obligations to the Library must be paid before a library card may be renewed.

Additional Library Services

Inter Library Loan Service

Interlibrary loan is a service offered to users who want library resources not owned by this library. Through a network of libraries, another library is found that owns the wanted material and will lend it for the use of our patron. Resident users and fee card borrowers are encouraged to use this service, provided their registration is current and they do not owe fines or have long overdue materials. Reciprocal borrowers are excluded from this service, though they may have access to this service through their home library.

Downloadable Media Service

Downloadable media is available to resident users and fee card borrowers, provided their registration is current and they do not owe fines or have long overdue physical materials on their account. Due to contractual obligations reciprocal borrowers are excluded from this service, though they may have access to this service through their home library.

Circulation Periods

On the day a card is first issued to a patron, a total of three (3) items may be signed out. Once these items have been returned to the library, the new patron will be entitled to full borrowing privileges, including interlibrary loans.

Upon presentation of a valid library card, users may borrow materials as follows:

- 1 week -- Entertainment DVD's @ \$1.00/title, Rental/Entertainment videos @ \$.50/title
- 2 weeks -- all other books and materials
- Reference books and vertical file materials circulate only at the discretion of the Director
- The most recent 7 days of all newspapers and the most recent issues of magazines do not circulate.
- For items borrowed from other libraries, the length of loan is determined by the lending library.

Materials may be renewed up to three times, for the original circulation period, unless a reserve has been placed on an item. Exception to this rule: Entertainment/rental videos, children's rental/entertainment videos, DVDs, TTDY equipment (materials in these categories may not be renewed).

The Library accepts reserves for all library materials including entertainment videos. The reserve service is on a first come, first served basis.

Special Circulation Periods

No more than 5 music CDs, 3 children's videos, 3 DVDs, or 5 entertainment videos may be signed out at one time.

Users in good standing may request an extended circulation period for an extended absence from the area.

Shut-ins or other persons who are not able to visit the Library regularly due to illness or other special circumstances may borrow materials for six weeks (forty two days).

Board members and volunteers may borrow materials for six weeks (forty two days).

The Director may make special arrangements as needed to accommodate unusual situations. For example, the Director may limit the number of holiday books that can be checked out by one individual or may limit the number of renewals on such materials.

Fines and Fees

It is the user's responsibility to return library materials in good condition and in a timely manner.

Fines are charged for all over due materials (including materials received through ILL) at the rate of \$.10 per day per item, up to a maximum of \$5.00 per item. Exception: entertainment videos accrue fines at the rate of \$.50 per day, up to a maximum of \$4.00 per title, entertainment DVDs accrue at \$1.00/day up to a \$4.00 maximum per title.

When fines accumulate to \$5.00, services (including computer use) will be withheld until the balance is paid.

Overdue notices are sent when materials are two weeks overdue and again when the materials are three weeks overdue (final notice). If the materials are still not returned, the materials are then considered lost, and the borrower will be billed the replacement cost plus a \$5.00 fee for processing and handling for each missing item. If a lost book has been paid for and is then returned in good condition, the library will refund the cost of the book. The processing fee will be retained by the library.

Damaged audiotapes, CDs, Videos and DVDs will be billed at the Library's replacement cost.

If a library card is lost, a user may receive one free replacement card. If the same individual requests a second replacement card, a fee of \$2.00 will be assessed for the second and any succeeding replacements.

Accepted as rewritten, November 26, 2013.

Secretary, Board of Trustees

MAUD PRESTON PALENSKE MEMORIAL LIBRARY COMPUTER AND INTERNET USE POLICY

Public Access to the Internet is available to all users of the St. Joseph Public Library whose accounts are in good standing. The internet is to be used as an information and educational resource in support of the Library's role as this community's information and lifelong learning center.

The Library makes no guarantee, expressed or implied, with respect to the quality or content of the information available on the Internet. The library is not responsible for any damages, direct or indirect, arising from any individual's use of an Internet access computer located in this facility.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities.

The Library respects the confidentiality of those using its electronic resources, and will release Library records only as required by law.

The Library will comply with the Children's Internet Protection Act (CIPA), including provision of filtered Internet access on all library computers. Parents are strongly encouraged to use the library and its resources with your children.

Users of the Library's Internet access computers must comply with all applicable federal, state, and local laws, including laws governing copyright and the transmission and dissemination of information.

If patrons disregard the law in their use of the Internet at the library, the library will report the crime to the appropriate local enforcement agency and will cooperate with local enforcement officials in any manner authorized by state or federal law.

Persons who violate the Library's Internet Use policy in any way will lose computer privileges as follows:

- 1st violation – 7 days
- 2nd violation – 30 days
- 3rd violation – 60 days

A person convicted of a criminal act involving one of the library's computers will permanently lose his or her computer privileges at the library.

All users of the Internet are expected to use this library resource in a responsible and courteous manner, consistent with the purposes for which it is provided. This includes:

- Recognizing that the Internet must be shared and used in a manner which respects the rights of others and refraining from activity that prevents others from using it.
- Refraining from illegal, unethical use such as hacking, distributing unsolicited advertising, invading the privacy of others or misrepresenting oneself as another user.
- Refraining from damaging or altering the setup of the equipment (hardware), or attempting to modify or delete the installed software.
- Refraining from violation of software license agreements.
- Refraining from the deliberate propagation of viruses and worms.
- Refraining from intentional violation of another patron's privacy, or any other harassing or defamatory activities.

The Library reserves the right to ask individuals to discontinue the display of information and images which may cause a disruption to other users as determined by the Library staff. Accessing materials legally

defined as sexually explicit or sexually suggestive or harmful to minors in the Michigan Library Privacy Act (PA 455 of 1982) will result in loss of computer privileges as outlined above.

Patrons are financially liable for any damage caused to library computer equipment or software by violations of this policy.

Use of computers is first-come, first-served. In the Children's Library, children and teens have first priority for the use of available workstations. Adults unaccompanied by a child may use the computers in our children's department only while school is in session.

Maud Preston Palenske Library cardholders and cardholders from libraries that have reciprocal agreements with Maud Preston Palenske Library may use a computer up to 60 minutes per day. Users must sign into the computer reservation system using their library card number. If no one is waiting, that time may be extended. Cardholders and reciprocal users may also use express computers, though when using express computers no time extensions will be granted during those sessions.

The library also offers visitors guest passes for computer use. Patrons using a guest pass may only use the express computers for a maximum of 30 minutes. No time extensions will be granted to guest pass users.

Staff will assist library users in getting started on the Internet. Users assume responsibility for learning to use the equipment and any related software. Time permitting, staff will try to answer specific questions and offer suggestions for effective use and searching.

Computer users are expected to pay at the current rate for all materials printed from the Internet stations.

Each user 18 and over will present ID (library card, school ID, or driver's license). Each user will read the use policy, and accept a compliance agreement.

The computer centers will close 10 minutes prior to the closing of the library.

Revised and approved 11/26/2013

Secretary, Board of Trustees