

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 20, 2004  
7065 Meldrum Road, Fair Haven, Ira Township Fire Hall

PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lynn Moran, Peter Vernier and Lori Vinckier. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Children Services Coordinator, Jane Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown, Trish Arnett and Gretchen Krug.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:34 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the Agenda as received. Motion unanimously carried.
- III. CITIZENS' COMMENTS:  
None
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Praet to accept the March 23, 2004 Regular meeting minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
  - a) Approval and Ratification of Bills.  
Director Warwick explained there are two invoices over \$10,000. 3M for \$23,804.69 (PAM - client application software package- yearly fee) and procurement card purchases in the amount of \$10,344.25 (sequential query language server).  
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for March 2004, totaling \$10,407.13 and Millage invoices for March 2004 totaling \$79,743.18. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Director Warwick noted the revenue is coming in pretty well. The Millage we're anticipating \$2.6 mil and were currently at \$2.36 mil. Regular we are about \$21,700 under in revenue which is a little bit better then the beginning of the year also its only been one month with the new fine and fee rates (we'll need to wait a little longer to have a reflection on how this increase is doing). In terms of balancing our budget with expenditures were through 25% of the year and Millage is at 18% spent with Regular at 14% of the Regular budget being spent (cautiously optimistic).  
Moved by Vice-Chairperson Moran and supported by Member Vinckier to accept the financial report. Motion unanimously carried.
- VI. COMMUNICATIONS:
  - a) Library Director's Report.  
Director Warwick congratulated Library employee Sharon Smith she was the award recipient for St Clair Employee of the Quarter with eligibility of Employee of the Year. Director Warwick noted he and Friends Member Ann Maas was on channel 6 and the radio promoting the Community Foundation and he also met with Friends groups. Attended a book discussion group in St. Clair. Discussed Algonac-Clay Break in.

- b) Department and/or Committees.  
Chairperson Fernandez acknowledged National Library Week was this week, a lot of different events going on throughout the system. Assistant Director, Stanley Arnett explained majority of the responses for the Internet survey was to keep the two-hour limit, some thought and would discuss more is maybe have some computers with unlimited time. Chairperson Fernandez noted he saw comments on upgrading of system and they were good on right track. Member Praet asked about the self-check out. Response was they are very expensive and most are on the blink. Also noted Capac Branch was having computer problems, not sure if it was taken care of.
- c) Thank you notices.  
Economic Opportunity Committee of St. Clair County  
MainStreet Port Huron  
Patrons from S.T.A.R. Department

VII. OLD BUSINESS:

- a) St. Clair County Integrated Information Technology Department “The Plan”.  
Director Warwick explained he had another staff member review the agreement and now it’s at Attorney Gary Fletchers office. Member Praet called Brian Breise and asked him what the cost would be to the Library his response was it will be “no cost to the Library” and don’t owe anything either way and we’re all in this together. Director Warwick emailed Brian Breise in what he meant by this, received no reply as of today.
- b) Detroit Edison Company Tax Assessment Appeal Letter.  
Director stated he received nothing new on this item. This item will remain on the agenda until the legal issue has been settled.

VIII. NEW BUSINESS:

- a) Replacement of Memphis Branch Library pages (2).  
Moved by Member Praet and supported by Vice-Chairperson Moran to replace (2) Pages at the Memphis Branch from ten hours a week to eight hours a week per each employee. Motion unanimously carried.
- b) Board Member Reports.  
Member Lori Vinckier – Working on the replacement of the furnace at Yale, the Community Foundation gave a grant to assist with this project. Chairperson Fernandez asked Director Warwick to give an update on how much the Foundation money for the Library was collected.  
Vice-Chairperson Moran – Memphis is working with Macomb County in writing a grant in getting the improvements done for the community center portion of the Library building. Gardening program that gave tips on gardening was very well received also had a coloring contest. During National Library Week various giveaways are being handed out. Boy Scout Troop would like to refurbish the landscape area and maybe with additional funds would like to plant extra flowers. Complimented Branch Coordinator Peggy Guoin’s Husband on such a wonderful job he has done painting a mural on the side of the building. Memphis on May 15<sup>th</sup> will be hosting a Mother-daughter Tea from 1:00 until 2:30 p.m. Memphis is also seeking tracking light for their windows displays that face M-19. Capac Branch everything is going well, they are also giving away a lot of items during National Library Week.  
Member Praet – National Library Week at Marysville is going well very well. In May Branch Librarian Vickie Hurley will start beginning computer classes. Friends of their Library provided delicious home made cookies. On May 7<sup>th</sup> and 8<sup>th</sup> their Friends of their Library will be having their annual book sale. G. Lynn Campbell is requesting from their Township a new door. Author Patricia Polacco was at the Elementary school for a program St. Clair Branch is very busy. Branch Librarian Julie Alef is doing a lot of programs and their circulation is up by 30%. Next fall they would like St. Clair Branch to be part of the team with the Parents’ Advisory group so that the teachers them could work together.  
Member Vernier – No report

Chairperson Fernandez – Would like to meet with someone at the Library to discuss Library bags. Acknowledged former St. Clair County employee Joe McCarthy Sr. passed away, father to Joe McCarthy he and his wife Madelyn from Ft. Gratiot were kind enough to donate to the Community Foundation. Thanked the audience and both Library Board Member Peter Vernier and Ira Township Fire Hall for hosting tonight’s meeting.

Member Vernier – No report

Member Praet – Asked what was an Annual Report Plan. Branch Coordinator Peggy Guoin explained the term used was Annual Reports; each Branch Librarian provides these reports and copies could be requested from them. Also acknowledged Lakeport’s circulation, they were up 116% and St. Clair Branch was up 29% for the month of March.

NEXT REGULAR MEETING DATE. Tuesday, May 18, 2004 at 6:30 p.m., located at the Memphis Branch, 34830 Potter Street, Memphis.

- IX. ADJOURNMENT: Moved by Member Vinckier and supported Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 7:13 p.m.

Respectfully Submitted:

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Randall S. Fernandez, Chairperson

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James F. Warwick, Director/Secretary