

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 26, 2005  
2 Jones Street, Yale, Yale Public Library

PRESENT: BOARD MEMBERS: Kathy Nicholl, Helen Praet and Peter Vernier.  
DIRECTOR: James Warwick.

ABSENT: Lynn Moran and Arnold Larson

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Branch Librarian, Beth Sutton; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Times Herald, David Jesse; Trish Arnett, Brenda Arnold and Gretchen Krug.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:40 p.m. All members present except Vice-Chairperson Moran and Member Larson.

Pledge of the Allegiance

II. APPROVAL OF AGENDA: Moved by Member Praet and supported by Member Nicholl to approve the Agenda. Motion unanimously carried.

III. CITIZENS' COMMENTS:  
None

IV. APPROVAL OF MINUTES: Moved by Member Nicholl and supported by Member Praet to approve the March 15, 2005 Regular Meeting Minutes. Motion unanimously carried

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Praet and supported by Member Nicholl to approve the Regular invoices for March 2005 totaling \$7,032.83 and Millage invoices for March 2005 totaling \$71,323.49. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick noted the library received about \$90,000 in State Aid (sub-regional and regular state aid) of the \$182,000 of what the State has pledged. Also noted we are quite under in expenses and under in revenue. County has started recording penal fines each month on the financial report. Chairperson Vernier asked Director Warwick with the change in circulation is he anticipating a change in rent and fines etc.? Director Warwick noted no not yet. Director Warwick explained what he has normally seen in other places where you have changed hours, patrons usually adapt to it after awhile and within that time period they usually meet their needs. He also thinks this is the beginning reaction that people are unaware of the hours changing or it also could be that our hours are so that people are not coming in or won't be coming in, its to early yet until we see a trend. Also on the financial report the County is now taking out bi-weekly the health, life and other personnel charges. Director Warwick explained the board received two budgets tonight and noted there are areas that are gray due to not having information at this time. Explained one budget is a current budget (current condition as is) and the other is an extended budget (includes Burtchville). Also noted this is the earliest that they have ever worked on a budget so we are dealing with a lot of unknowns. Director Warwick explained we have made assumptions that could be totaling incorrect and also there could be some changes later on so we don't want to be held to. The board may receive a restoration district budget (restore to original before reducing services) and maybe a

4<sup>th</sup> budget (County) at the next board meeting. Director Warwick suggested maybe have a workshop session to review the budgets then have discussion. Director Warwick noted he doesn't know if the Library is going to go district. We need to look at the cost, study it, board review it for changes and then we need to take our figures and meet with the county board. This is not a decision that's going to be made just by library leaders but going to be with the county commissioners. The question to ask is what is the level of libraries we are going to have in this County and how is it going to be financed? We are in an information gathering stage right now.

Moved by Member Praet and supported by Member Nicholl to accept the March 2005 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

b) Department and/or Committees.

Member Praet asked if staffing and scheduling is going any better? Director Warwick noted it's still difficult, seeing messages all the time but we're working the best we possible can. The situation is not going to be relieved until we get two positions filled right now. Member Praet asked if the County provides copiers to all branches except St. Clair because their city provides one for them? Assistant Director Arnett explained no approximately four were provided by the County and will also provide training for these copiers. Also asked if the literacy web page developed by a 9<sup>th</sup> grade student was that part of a project for his grade? Assistant Director Arnett explained yes it was a 9<sup>th</sup> grade class (alternative learning).

c) Thank you notices:

American Red Cross – Jay Spencer

American Red Cross – Loretta Sweet

Friends of the St. Clair County Public Library

MainStreet – IceFest 2005

MainStreet – 14<sup>th</sup> Annual Dinner Meeting & Silent Auction

VII. OLD BUSINESS:

a) Detroit Edison Company Tax Assessment Appeal Letter.

Nothing. Chairperson Vernier noted this could take years.

b) Long Range Plan.

Director Warwick explained he met with Chairperson Vernier and Assistant Director Arnett and reviewed the plan. As they get time they will be reexamining the plan and will come up with questions (reformulate the current questions), if they do anything it will be through the community college or through a local resource in terms of the questionnaire, this would be bought back to the library board for further discussion. Once the budget gets done this will be the next item as a priority. Chairperson Vernier noted this should remain on the agenda.

c) Forming District Library Committee.

Item will remain on the agenda until board members received more information.

VIII. NEW BUSINESS:

a) Circulation Policy – Draft.

Director Warwick explained in detail the changes to the circulation policy including the collection agency Unique Management Services Inc. (possibility maybe have an amnesty) and noted he is not looking for approval tonight but is looking for discussion.

Moved by Member Nicholl and supported by Member Praet to table the Circulation Policy to next month library board meeting. Motion unanimously carried.

b) Adopt Michigan's General Schedule #17 – Michigan Public Libraries Record Retention and Disposal Schedule.

Moved by Member Nicholl and supported by Member Praet to accept the Michigan's General Schedule #17 – Michigan Public Libraries Record Retention and Disposal Schedule. Motion unanimously carried.

c) Board Member Reports.

Member Nicholl – Yale Branch has seen a reduction in youth hanging out meaning less activity in front of the Library. Also noted that the printing problem is semi resolved.

Member Praet – Asked if the figures on the circulation report is down due to vacations? Director Warwick also noted it was also due to reduced hours. Director Warwick noted he is concerned but not much we can do about it. Member Praet acknowledged she appreciates all Peggy Guoin’s work on trying to balance everybody’s schedules and working them out.

G. Lynn Campbell had a nice turn out for National Library Week. Saturday they had family day (popcorn and free DVD’s) also had a used book sale last weekend, left over books will be taken to Marysville for their book sale. They are also adjusting to their new hours. St. Clair Branch hosted meet the artist (spring art show – art reception) on the 14<sup>th</sup> (zero attended found out Thursday nights are bad nights to have anything because there so many other things going on that night). St. Clair is having a hard time due to position not being filled. Also noted their programming has been affected by the changes but the Friends program is doing well and National Library Week was ok. Marysville hosted a retirement party on Tuesday for Nancy Hool after twenty plus years of service. The Marysville Friends are having their book sale on May 12<sup>th</sup> and 13<sup>th</sup> from 9:00 to 5:00.

Chairperson Vernier – No report

NEXT REGULAR MEETING DATE. Tuesday, May 17, 2005 at 6:30 p.m., located at the Burtchville Township Branch, 7097 Second Street, Burtchville.

IX. ADJOURNMENT: Moved by Member Praet and supported by Member Nicholl to adjourn meeting. Motion unanimously carried. Adjourned at 8:17 p.m.

Respectfully Submitted:

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Peter J. Vernier, Chairperson

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James F. Warwick, Director/Secretary