

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Wednesday, April 25, 2007
7097 Second Street, Lakeport, Burtchville Township Library.

PRESENT: BOARD MEMBERS: Lynn Moran, Helen Praet, Peter Vernier and Lisa Vesper.
DIRECTOR: James Warwick

ABSENT: Chairperson Arnold Larson

ALSO PRESENT: Allison Arnold, Rowan Arnold, Brenda Arnold, Toni Brehler, Al Briolat, Jan Bundy, Jane Fortushniak, Anita Jackson, Peggy Guoin, Jane Perukel, Kimberley Radatz, Ernie Shroeder, Carolann Tremble, Kathleen Wheelihan and Sandy White.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Praet at 6:32 p.m.

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

III. APPROVAL OF AGENDA:
Moved by Member Vesper and supported by Member Moran to approve the Agenda as received.
Motion unanimously carried.

Department Head Report – Allison Arnold – Review of Tech Plan.

Allison Arnold introduced her self as Assistant Director and also that she chairs the library's Technology Committee. The committee is made up of individuals from the County IT staff, branch staff and Main Library staff. They make recommendations to the administrative team as to the direction the library can take with regards to technological options. The biggest challenge for the committee was writing and developing a four-year plan. This plan is an essential piece of the library's overall growth and development and also necessary in filing for federal funds through the Universal Service Fund. The plan has five categories: Collections, Outreach, Services, Training and Website. Realistic goals were developed and a timeline was set. This plan resulted into a 35 page document that covers July 2007 through June 2010. This plan was submitted to the Library of Michigan for approval and was approved on December 29, 2006. This document provides the library with a focus and source of pride when goals are completed or met. At each technology meeting the committee evaluates the progress and makes minor changes to the timeline and goals or activities as needed but always keeps the end result in view. To date several of the 40 technology goals have been completed, most are in process and a handful have been put on the back-burner or are awaiting the completion of a related goal. Assistant Director Arnold also shared she received a called from the Technology Plan Advisor of the Library of Michigan, Sonya Norris. Ms. Norris is presenting a program for the Rural Libraries Conference next week on writing a successful technology plan and asked for permission to use the St. Clair County Library Technology Plan as an example. Ms. Arnold thanked committee members for their commitment to this project: Past members: Kaye Ray, Yale Library; Gary Kupper, Ira Library; and Peggy Guoin, Branch Coordinator. Current members: Julie Alef, St. Clair Library; Blake Cottington, Marysville Library; Dale Kittendorf, Adult Services Coordinator; Lorraine Datres, Technical Services Coordinator; Jeff Ronan, County IT; Valarie Kelly, County IT; Tiffany Fournier, County IT and Allison Arnold, Assistant Director. Also noted this plan was written after the 2007 budget was approved, so some things the committee was hoping to do in 2007 may not have the funding available and will need to be changed.

IV. CITIZENS' COMMENTS:

Sandy White, spoke on behalf of the Friends of the Burtchville Library (Pat Moses was not able to attend). Introduced Friend's officers, Brenda Arnold, Secretary; Toni Brehler, Co-Chair; Carolann Tremble, Clerk of Burtchville Township and Library Liaison; Al Briolat and Ernie Shroeder both trustees for Burtchville Township. Ms. White also complimented Assistant Branch Librarian Anita Jackson. Also noted anyone who was not in attendance on Saturday missed a great display of community spirit, Burtchville was jammed approximate 350 people. People from all over this corner of the County in particular, during the open house there were 30 new card holders and since the library opened there were an additional 30 plus new card holders. Also announced the Burtchville Friends achieved the \$33,000 raised towards their \$50,000 capital fund. On behalf of the Burtchville Friends Group Ms. White deeply thanked the Library Board for them recognizing the value of having a branch in this part of the County and their financial support. Ms. White also thanked Library Director Jim Warwick on behalf of the Friends for all that he and his administrative staff has done to make this a reality and also asked Director Warwick to thank Chairperson Larson for showing up at a township board meeting (this was a turning point). Thanked everyone for making this a fabulous reality and a great little port hole to a vast world of information.

Burtchville Branch Librarian Jane Fortushniak explained it was a good day, she also said she locked the doors at 3:30 on Saturday, they were still signing up new card holders.

V. APPROVAL OF MINUTES:

Moved by Member Vernier and supported by Member Moran to approve March 28, 2007 Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Member Vesper to approve the invoices for March 2007 totaling \$130,468.97. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained penal fines were up this month. The amount we are going to be behind is \$101,000 if it comes in as expected. He is still concerned about year end finances. We received only \$21,000 and the Governor now has put a moratorium on all grants and aid. This might be all that we are getting, meaning this could be \$137,000 less in our budget. If the system goes belly up we would have about a \$100,000 in cost replacing the van delivery service and inter library loan service. Including penal fines this will have almost a \$350,000 impact on our budget. Vice-Chairperson Praet noted the State wants to stop personal property tax collecting. Director Warwick explained this would take effect in 2008. Director Warwick noted there still is great concern. We are watching our funding and that's one of the reasons why we have not implemented the outreach program because being in this scenario of having a debt to begin with we don't want to get further into debt then hire someone then lay them off. Vice-Chairperson noted the state funding covers our S.T.A.R. program. We received \$21,042 so far from the State to cover some of S.T.A.R. and we might not receive any further funds. Vice-Chairperson asked what will happen to this program. Director Warwick explained we are subsidizing as it is and at sometime the board will have to make a decision on if they want to continue to subsidize this program. Member Vernier, we have to decide rather if we have the cash to pay for it. One thing we could do is go to the counties and ask if they want this program to be continued (contribute money or we may have to cut back on the

program). Member Vernier noted if we are going to do something like that we need to let these counties know soon, because they are working on their budgets! Maybe we should consider talking to the Health Department about this. Director Warwick also noted TLN (The Library Network) is working on three scenarios; no state funding, 50% state funding and 25% state funding. Member Vernier, we need to contact the counties who we are working with and the ones who use this service. Director Warwick noted the only thing that could save us with this scenario is if DTE (Tax Tribunal) goes in our favor. He also noted we are watching our expenses. We will not be spending the \$50,000 allocated in the budget for branch wish list. We're watching some of those discretionary items and holding off on these because we want to make sure we run the library (main operations).

Moved by Member Vernier and supported by Member Moran to receive and file Financial Reports. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick thanked the board for their indulgents while he was ill. In tonight's packet the board received an article on Burtchville's opening and the Facilities Use Report, he acknowledged that card holders, reference, people attending programs, inter library loans, computer use, cataloging searches are all up with our electronic data bases slightly being down. Monday Director Warwick will be attending a TLN (The Library Network) meeting, hoping he'll find out more in terms of financial conditions of TLN. There is a group of 26 librarians who are looking at alternative systems, where they would form a virtual library cooperative and not have a full-time cooperative director. They would contract out for services such as inter library loans, delivery services and other items. Any residual funds could be used for purchasing cooperatively research databases and other items. This is a concept and has been received by the state librarian as intriguing. Director Warwick thinks there needs to be a law change in order to allow this and has heard horror stories about the State contracted delivery service. We are not members of Mel cat. This is something important we need to explore and we also need to keep our options open and doesn't think going Suburban Library System right now is a good second alterative. This meeting conflicts with our In-Service day and one of the administrative staff would be missing the In-Service. The Friends of the St. Clair County Library are having their 21st annual meeting, May 11th at 12:00, cost \$7.00, Tom Hamilton will be speaking on the history of Port Huron from 1686 to 1960. Speaker Township of Sanilac County has contacted him and was wondering if they could explore the idea of having a contract with us so that all their residences could receive library cards. Members agreed that Director Warwick should explore.

b) Department and/or Committees.

c) Thank you notices:

Port Huron Hospital Foundation

Moved by Member Vernier and supported by Member Vesper to receive and file communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Building Assessment Study.

Director Warwick noted we have received and reviewed the final draft and approved it. We had them grade the study by priority. As soon as Director Warwick receives the final report he'll send out.

b) Municipal Agreements.

Director Warwick noted we have sent all but two contracts over to the County Commissioners and they should be signed this month. Director Warwick is in the process of writing a letter to be sent out to the townships explaining everything, Marine City passed their contract but we are waiting for a second copy and Kimball had four (4) questions, they have all been resolved and they should be signing it and sending it over to us for County approval. Hopefully we will have this done by next month.

c) Board Workshop.

Director Warwick asked for comments on the workshop. Vice-Chairperson Praet thought it went very well (informal) and maybe have it quarterly. Member Vesper, it was nice to have some time to actually discuss some of the things. Director Warwick thought maybe have these workshops twice a year. Member Moran noted maybe have these workshops as needed.

IX. NEW BUSINESS:

a) G. Lynn Campbell.

Director Warwick noted he included in their packet a letter from Kimball Township (Brian Anglebrandt) exploring the possibility of using part of their building. First step we need to do is sit down with Branch Librarian Jane Perukel and Peggy Guoin to discuss these issues and who should be at this meeting. It would be nice to have Friends involved in this meeting. Member Vernier noted he sees a real problem with this letter. It came from the treasurer and not from the supervisor. Director Warwick noted that the Township Clerk was aware of a letter being sent out and she asked for a copy. Director Warwick noted if they have a meeting he would make sure that the entire board of their township would be aware of this meeting. Director Warwick also noted that an individual from Port Huron Township approach him saying they are interesting in having a branch in the township (this could be a joint effort between Kimball and Port Huron Township).

b) Board Member Reports.

Member Vernier – No report.

Member Moran – Capac would like to receive help from Community Relations in advertising their programs. Vice-Chairperson Praet acknowledged that Sharon Smith has taken over and has done a lot for Marysville. Memphis is going really smooth, circulation is way up and everything is looking real good.

Member Vesper – Visited the Yale Branch with her class last Thursday during National Library Week. They usually visit once a week when weather permits.

Vice-Chairperson Praet – St. Clair turned in quite a bit of money in March, probably due to spring break. Asked Branch Librarian Julie Alef about the Model Airplane Organization, this would be a nice family program. First Thursday program at St. Clair is “Great Lakes Pebbles”, their last first Thursday program for the year is about the “Underground Railway” Things are going really well.

Spoke to Assistant Branch Librarian Lisa Regulinski at G. Lynn, they held their book sale today and it’s going really well. Marysville’s book sale is scheduled for next week and Burtchville is the following week after Marysville’s.

Spoke with Branch Librarian Vickie Hurley. She spoke to the Rotary Club. The computer classes are filled as soon as they’re announced. Assistant Director Arnold explained if branches find they have a very full class and the demand is still there, Bonnie Campbell is willing to add a different class (usually attendance drops off during the summer). The Internet room at Main is being used by students three (3) days out of the week and Monday and Friday’s we are planning computer classes.

Member Moran thanked the Friends of the Burtchville Library for the books bags.

NEXT REGULAR MEETING DATE. Wednesday, May 23, 2007 at 6:30 p.m., located at the Algonac – Clay Public Library, 2011 St. Clair River Drive, Algonac.

X. ADJOURNMENT: Meeting adjourned at 7:51 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary