

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 22, 2008  
7085 Meldrum Road, Ira Township, Ira Township Hall, (Administration Office Building).

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran and Helen Praet.  
DIRECTOR: James Warwick.

ABSENT: Lisa Vesper

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Dale Kittendorf, Gary Kupper, Kimberley Radatz and Janet Rose. Other: Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:35 p.m.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:  
No Amendments.

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

Department Head Report - Gary Kupper - Ira Branch Manager. Gary introduced himself and shared comments on the branch. Our Lapsit program started in December. This program was a little slow catching on. Assistant Branch Librarian Karyl Birkett is handling this program and doing very well. Also noted their branch for last month they have been the 4<sup>th</sup> highest in checking out passes for the Museum Adventure Pass program. There have been a lot of changes in the audio video area (changes in the adult section, CD, DVD sections and also removed the VHS material). They have circulated 60% more in DVD's then a year ago. Ira's next book club meeting will be their 102<sup>nd</sup> and they meet at least ten times a year. Their Mystery book club will be meeting for their 50<sup>th</sup> meeting. They have expanded computer classes. Gary thanked Ira Township Department of Public Works for taking care of the building. They installed the sidewalk, installed a new ramp, replaced the roof, connected them to the park and removed a tree. Thank you Ira Township! Mr. Kupper also thanked the library board for letting him address the board. Member Moran asked if there was a chance that an addition would be added onto the branch. Mr. Kupper explained the township has a long term plan and plans on building a new township hall. If this ever happens the branch would probably get this building. Chairperson Larson thanked Branch Manager Gary Kupper for his hospitality.

IV. CITIZENS' COMMENTS:  
None

V. APPROVAL OF MINUTES:  
Moved by Vice-Chairperson Praet and supported by Member Moran to approve the February 26, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted there wasn't anything unusual in February, the March invoices had a few expenses that will be reversed out of 2008.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for February totaling \$72,513.13 and invoices for March 2008 totaling \$139,096.24. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted the March Income and Expense Report will not balance with the Revenue Summary Report because we included \$42,297 in Penal Fines. We're at 25% of the year and expenses we're a little under. On the Expenditure Summary Report we divided the Capital Outlay area in (3) three areas so we could better monitor the budget by type. Also noted he is afraid the trend on the penal fines will continue but other wise taxes are coming in pretty normal. A few items are a little under and a few items look like they might be over at year end. Chairperson Larson noted it's pretty early in the year to determine any adjustments. Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file February and March 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted there were a few items added to tonight's packet (Comments for Yale Branch from Member Vesper and newspaper articles) also noted Member Vesper was not able to attend tonight due to her attending a function in Lansing for the school district. Director Warwick asked if it would be ok to change the September 6<sup>th</sup> Library Board Workshop to the 13<sup>th</sup>. New date for Workshop will be September 13<sup>th</sup>. Director Warwick explained Commissioner Wall is working on the vacancy for the board.

b) Department and or Committees.

c) Other.

Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file February and March 2008 communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Reallocating funds.

Director Warwick explained the Fund Balance Analysis and the 2008 Budget Analysis in justifying the reallocating of funds for a branch needs program. We need to look at the needs and not the wants!

Moved by Member Moran and supported by Vice-Chairperson Praet to approve \$70,000 to be allocated for branch improvements which includes shelving as well as other needs that is determined by the branches and administration with a minimum of \$2,000 per branch. Motion unanimously carried. Chairperson Larson noted he appreciated the updated analysis and noted we are still in pretty good fiscal shape and even better once DTE is resolved. At the end of this fiscal year it's important to recognize we'll have about \$1.2 in the restricted fund reserve that may be available for operation and/or capital expenditures (pending DTE) and also noted we'll still have \$800,000 in operations fund reserve. Director Warwick said 100% will be set a side for DTE tax tribunal in the Fund reserve instead of 60% as what other departments are doing.

IX. NEW BUSINESS:

a) Front Entrance – approve design.

Director Warwick shared the schematics for the front entrance. Also noted the County does not have enough funds to do both projects so to make savings in the first project they are

going to have their electrician do the work instead of hiring it out. Improvements will be made in concrete work, current ramps are illegal (proposal is to block them off). Wheel chair accessible ramp will be the County's responsibility. The major portion of the project is for them shoring up the (2) two pillars that is connected to the canopy. The Library would be responsible for the facade and for the canopy and also responsible for the walk way. Total project is estimated at \$70,950 and the County project would be \$40,000 and the library would be about \$24,500 this includes contingency of 10%. The chalking might not be \$15,000. Maintenance will be getting a bid on it, or may wait until next year. Director Warwick needs to get the board's recommendation back to Ron Marsh.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the recommended architectural design where the changes can be made. Motion unanimously carried.

b) Volunteer Center.

Chairperson Larson explained Assistant Library Director Allison Arnold has been sitting on a study committee to look on how this can be implemented but also how the library can be impacted or be a facilitator of the activity. Ms. Arnold explained the program; we're looking at partnering with the United Way and the Community Foundation of St. Clair County who's actually a part of what they call the Volunteer Center of Michigan. They serve about 57 counties in the State already. Organizations that are looking for volunteers are matched up with volunteers who are looking for organizations. For this year 2008 the impact on the library would be her time spent with this group (defining our roles - what can we do, finding who we want to invite to the organizations). The committee has spoken with United Way, Community Foundation of St. Clair County, Council on Aging, Red Cross and Port Huron Area School District. This group has talked about what good that can be done. We have committed to doing something with the United Way and Community Foundation of St. Clair County because this group has received a \$5,000 grant from the Volunteer Center of Michigan to start our process. That would be to indentify the parties and to define our roles and responsibilities and also have quarterly meetings with other groups and non-profit partners. The process also includes the development of some type of communication network to connect those people who want volunteers and to encourage people to volunteer. Also in the future what we hope to do is since the Library has been identified because we have facilities all over the County and have good internet access and has staff whose goal is to disseminate information. We're hoping folks who live in the community would come in to their library and possibility go on a computer and look at the Volunteer Center database and see what's available to volunteer at. Ms. Arnold has contacted Rick Garcia at the United Way. He is available to attend May's meeting. Chairperson Larson explained he felt it was important to know what is being proposed. The main thing is to have access to our facilities and space (computer space) and also meeting rooms being available this is the extent of our involvement. We're not talking about social services or human services. Also noted he feels it's a little early for Rick Garcia to talk to the board, but when something is formalized he would like for Rick representing the United Way (chairing the committee) to give a presentation to the board. Member Moran, "sounds like a wonderful partnership". Ms. Arnold also noted each organization would write up a job description specifically for their needs.

c) Board Member Reports.

Member Moran – Already discussed the item earlier (the need list).

Vice-Chairperson Praet – Spoke with new Branch Manager Anita Jackson at G. Lynn Campbell, they're pretty busy. Also noted they are now setting up an electrical fund for the new addition. Spoke to Assistant Branch Librarian Joni LeRoy at the St. Clair Branch, Clifford the Big Red Dog will be visiting during book week and their last First Thursday program is May 1<sup>st</sup> they are having a lawn mower maintenance program. At Marysville

spoke to Assistant Branch Librarian Jayme Tarzwell. They had their last Women looking for Hobbies program, went very well (cake decorating). Assistant Branch Librarian Tammy Williamson is hosting a Mother's Day project for kids on May 10<sup>th</sup>. Chairperson Larson – Library Week went well. Noted there were nice articles in the newspaper. Thanks to Community Relations Coordinator Melissa Davis and other staff for providing this information. We will be having an evaluation for the Director; materials will be prepared and sent to board members probably at the June meeting. We'll need this back by July and will have a meeting with the Director in August; his contract renewal is up for September (3 year term). Our next Millage renewal is up 2010. We need to start looking at the process of donations to support the Millage in the future; times are still tough and will continue to be tough and maybe even tougher in 2010. Spoke to Director Warwick and hopes that the staff team will begin to structure some things and think about down the road where we want to be by 2009 what kinds of things we want in place. Director Warwick noted he thinks both the Park and Council on Aging are having their Millage the same year. Chairperson Larson left this up to Director Warwick. Director Warwick noted the Friends of the Library have set aside \$10,000 for the election and also noted the Friends sold \$2,000 at their recent book sale. Member Moran asked if a branch needs additional funds, should they apply for a grant on their own. Chairperson Larson noted they should go through Director Warwick.

NEXT REGULAR MEETING DATE. Tuesday, May 27, 2008 at 6:30 p.m., located at the Marine City Branch, 300 S. Parker, Marine City.

X. ADJOURNMENT: Meeting adjourned at 7:52 p.m.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary