

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 19, 2003
7942 Wildcat Road, Jeddo, Grant Township Hall

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

ABSENT: Randy Fernandez

ALSO PRESENT: Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin;
Branch Librarian, Kaye Ray; Library Assistant I, Kathleen Wheelihan and
Technical Services Assistant, Jerilyn Brown

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

II. APPROVAL OF AGENDA: Moved by Member Praet and supported by Member Vernier to accept the amended Agenda to include under New Business, Request approval to fill Assistant Branch Librarian position for Capac Branch. Motion unanimously carried.

III. CITIZENS' COMMENTS:
None

IV. APPROVAL OF MINUTES: Moved by Member Vernier and supported by Member Praet to accept the July 15, 2003 Regular Meeting Minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

- a) Approval and Ratification of Bills.
Library Director Warwick explained referring to the Millage invoice list, the Michigan Library Assn. for \$12,117.00 should be Michigan Library Consortium (currently being corrected by the County). This is a renewal of a number of databases and is a savings. The procurement card purchase through Bank One is both supplies and library material. Moved by Member Vernier and supported by Member Praet to accept the Regular invoices for July 2003, totaling \$8,916.56 and Millage invoices for July 2003, totaling \$68,891.05. Motion unanimously carried.
- b) Acceptance of Financial Report.
Director Warwick noted the Library is still waiting for penal fines and also the Library has been charged their cost allocation (miscellaneous Object #9208) in the amount of \$387,021.00, and the Library has not received revenue for the Single Business Tax. Moved by Member Praet and supported by Member Vernier to accept the July 2003 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick noted Algonac-Clay is not satisfied with the Internet policy also noted the STAR celebration for their 25th Anniversary, guest speaker Kirk Cylke, Director of National Library for the Blind and Physically Handicap from the Library of Congress in Washington D.C. was an absolute delightful person to have here, would like to have had more people to hear his presentation. The staff and planning committee for the anniversary celebration did an excellent job. The Library looked beautiful. Staff member Barb Adent arranged all flowers for this special event from home. Very pleased with the items lent out in the MiLES program, for items borrowed we are the second highest borrower, first highest is Ann Arbor. Circulation is down for the month slightly, for the whole year we are still down but it is less than 1 percent but this is not good compared to the last three years (for these three years we were up 39%). Chairperson

Fernandez has asked the Board to set up meetings for goal setting during the month of September. Dates good are September 8th, 22nd or 29th after 5:00 p.m. will notify Chairperson Fernandez with dates.

b) Department and/or Committees.

c) Thank you notices:

Friends of the Library

MainStreet – Jamie, Kristi and Karen

Moved by Member Vernier and supported by Member Praet to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) 2004 Budget.

Director Warwick noted the revenue is not as high as what was expected. We will be spending from the Library's reserve for both budgets. State Aid grants are down slightly also we have applied for the Reed/Gates grant, we are not sure if we'll received all of the funds for this grant so we might have to come back and ask the board if we can find additional funds or we'll have to turned the grant down. This equipment under this grant will speed up the Internet; the grant amount is for \$57,000. Included in the 2004 budget is \$378,000 for County cost allocation but we are hoping that we won't have to use it. We will be using \$147,000 from the Reserve fund for one-time expenses only for Burtchville Branch. Recommendation by Director Warwick is that the only way they can go forward with the Burtchville Branch is if we get additional tax dollars for operating expenses. Couple of large increases in the 2004 budget are the annual cost for PAM, formerly LibraryGuardian and promotional items for Community Relations (System-wide). Director Warwick explained his Director's report and budget narratives will give further insight into his thoughts on the budget also noted as a whole this years budget is pretty much "a hold as is budget" except in terms of computer replacements. Other changes to the budget would be Programming and advertising and a very small increase in library material. Member Praet noted Burtchville Township needs to know our financial situation and also that this needs to be approved by the County Commissioners. Director Warwick noted he spoke with Ft. Gratiot Township Supervisor; Madelyn McCarthy she said they have purchased two plots of land to build a new town hall and possible a library and there would be a Millage vote increase in the Township of Ft. Gratiot to afford a Library. Burtchville Township is a little ahead, their plan is to replace their maintenance garage and convert it into their branch library. Burtchville also has a source of revenue for operating the branch (from microwave tower). This is the month to be lobbying your County Commissioner concerning the Burtchville Branch. Will also consider for future is the replacement of the Library van or leasing a vehicle. Director Warwick explained he is not asking the board to approve the budget at tonight's meeting; it can be done at the September's meeting. Director Warwick also discussed that so far a million dollar hit on the Library's budget has occurred in three years. Director Warwick noted the only thing he can think of is go back to shorter hours at the branches. Member Vernier also agreed it would be the next thing they'll have to do (cut services).

b) Agreement with Community Foundation of St. Clair County.

Moved by Member Vernier and supported by Member Praet to table the Agreement with Community Foundation of St. Clair County. Motion unanimously carried.

c) Review of Audit.

Moved by Member Vernier and supported by Member Praet to table the Review of Audit. Motion unanimously carried.

VIII. NEW BUSINESS:

a) Requesting approval to fill two Page positions at Ira and St. Clair Branch.

Moved by Member Vernier and supported by Member Praet to approve to fill two Page positions at Ira and St. Clair Branch. Motion unanimously carried.

b) Requesting approval to fill Assistant Branch Librarian position at Capac Branch.

Moved by Member Vernier and supported by Member Praet to approve to fill the Assistant Branch Librarian position at Capac. Motion unanimously carried.

c) Board Member Reports.

Member Praet – There was confusion during the power failure on whether the branches to be open/close. Would like clarification. Director Warwick explained the only person who has the authority to close a branch is County Administrator Troy Feltman. Thanked Branch Librarian Vickie Hurley and staff for hosting July’s Library Board meeting. Summer reading party had a good turn out, 80 children and 30 adults. The Marysville Friends provided pizza and pop for the event. The Library and Friends also sponsored the performer Harpbeat for the annual Art in the Park; the attendance wasn’t good due to the prior power failure. On September 8th Marysville will also be having the Hidden Treasures antique appraisals. On September 29th at 6:00 p.m. Marysville will be having the annual Friends open house; will be featuring their Branch Librarian Vickie Hurley with her American Girl series. G. Lynn Campbell Branch summer reading party had 49-50 children on August 11th and had many entries for teenagers and adult reading contest. 2nd and 4th graders will be walking over to the branch this year. St. Clair Branch had their summer reading party, eighty-five people attended and almost 100 children that read eight plus hours. Welcomed new Children’s Specialist Joni LeRoy. Lapsit program will be returning in September, Children Specialist Ms. LeRoy will be doing this.

Member Vernier – No report.

Vice-Chairperson Moran – No report.

NEXT REGULAR MEETING DATE. Tuesday, September 16, 2003 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Praet and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:50 p.m.

Respectfully Submitted:

Lynn K. Moran , Vice-Chairperson

James F. Warwick, Director/Secretary