

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 21, 2007  
2 Jones Street, Yale, Yale Public Library

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

ABSENT: Member Vernier

ALSO PRESENT: Staff: Allison Arnold, Dale Kittendorf, Kimberley Radatz, Kaye Ray and Janet Rose. Yale Library Board Members; James Henry, Secretary Traci Horgan, President Arlene Marcetti and Treasurer Evelyn Yurko. Others: Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 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 Member Vesper to approve the Agenda as received. Motion unanimously carried.

Chairperson Larson thanked Branch Manager Kaye Ray for hosting tonight's meeting.

Department Head Report – Kaye Ray – Yale Branch Manager

Branch Manager Kaye Ray explained the Yale Library has been in this building since 1990 and at that time there were (2) two part-time branch librarians and they worked different times to cover the open hours which totaled 28 hours a week. The Library presently has (1) one full time branch manager and (4) part-time assistant branch librarians, and (2) two pages. They are opened (6) days a week for a total of 54 hours. Kaye originally started here as a volunteer in 1993, was hired as an assistant branch librarian in 1995 and hired as branch manager in 1998. Kaye introduced her staff; Assistant Branch Librarian Beth Sutton started as a volunteer, running the story time program and has been at Yale for 12 years. Mary Spiller Assistant Branch Librarian has worked for (5) five years at Yale. Assistant Branch Librarian Amanda Hayes worked here as a page and graduated from Grand Valley and now is back as an assistant branch librarian. She's been here for (1) year. Sharon Henry was the president of the Friends group and is now our assistant branch librarian, programmer and has been here since February. Chelsie Loeffler is one of our pages and she's been here for (3) three years and presently attending St. Clair County's Community College. Katie Brown our other page has been here since March. Kaye also introduced her Library Board members.

Chairperson Larson acknowledged he's always pleased to come here to see the activities and loves the fact that we have a branch library in the middle of town. Thanked Kaye and her staff.

IV. CITIZENS' COMMENTS:  
None

V. APPROVAL OF MINUTES:

Moved by Member Vesper and supported by Member Moran to approve July 17, 2007 Regular meeting minutes. Motion unanimously carried. Chairperson Larson acknowledged the minutes are very thorough as usual and helpful.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted the reimbursement fees are not being turned in. Chairperson Larson asked Director Warwick to provide at some point in the future a summary report including what has been charged to date and what was estimated. Also noted he hopes he contacts the municipalities and indicate if we don't receive any bills we are not paying them. We need to receive them on a routine basis Chairperson Larson explained.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for July 2007 totaling \$163,349.16. Motion unanimously carried.

b) Acceptance of Financial Reports.

Chairperson Larson asked if we could break out the Tax Tribunal and Unit fees which are currently combined in the Service/Other located on the Expenditure Summary. Yes. Director Warwick explained we are looking at the budget and doing a comparison with 2006 and 2007 and plan the 2008 budget to get a better understanding of the trends and why the differences. We should have a better grasp on it by next month. Chairperson Larson noted this will be helpful for the board to see the comparison and when he does it, it doesn't have to be in real detail. Director Warwick spotlighted the penal fines, down by \$79,000. In all we are really only under in all of our income by \$50,000 because some other areas are doing well. We received recently a State aid check for \$63,000 (not reflected in this report). Director Warwick also explained there are two bills in the House/senate, one is 50% and the other is 100% which will affect the 2008 budget. Chairperson Larson asked Director Warwick based on the current expenditures and revenue he's estimating the transfer from the fund balance will be less than \$155,000. Director Warwick replied we will have at least a balanced budget, he hopes by year end.

Moved by Member Vesper and supported by Member Moran to receive and file Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted the Friends of the St. Clair County Library are holding their book sale including a Scholastic book sale with all proceeds going to the Friends. Entertainment and refreshments are also being provided.

b) Department and or Committees.

Chairperson Larson noted the staff is doing an excellent job and really looks forward to reading the Department head reports which are very informative. Vice-Chairperson Praet asked about the steering committee with the endowment fund. Chairperson Larson explained they felt there was support and that there be a committee to plan ahead of the membership of the endowment fund and also to identify the goals and objectives and the structure of the committee. Director Warwick acknowledged the committee: Pam Wall, Cynthia Lane, Frank Moore and Bill Ploghoft and hoping for one more member. Chairperson Larson, Committee is planning to meet in September to begin the process of planning and making recommendations to this board. Director Warwick also noted they are setting a timeline for fund raising. Chairperson Larson acknowledged the receipt of a letter from a patron recognizing Librarian David Smith for his professionalism and service.

- c) Other.  
Moved by Member Moran and supported by Member Vesper to receive and file communications as received. Motion unanimously carried.

#### VIII. OLD BUSINESS:

- a) Library Director Evaluation.  
Chairperson Larson acknowledged one board member was not able to complete their evaluation and is not included. Chairperson Larson summarized Director Warwick's evaluation and comments; the board in general is very pleased with the performance of Mr. Warwick for the past year. They see some areas of improvements particular in staff relations, communication and planning. Chairperson Larson noted he thinks this is partly reflected in Jim's leadership and also members of the new management team. Also very pleased with the total library staff participation in Jim's leadership as it's in related to the Millage election. There where no areas of significant concern reported and in general felt that Mr. Warwick's evaluation was appropriate with positive leadership to the board. Vice-Chairperson Praet asked if they were going to receive the other members' evaluation. Chairperson Larson, if we do receive it he will share it with the board. Director Warwick noted he has no desire to go into executive session to discuss his evaluation. Moved by Vice-Chairperson Praet and supported by Member Vesper to approve Library Director's Evaluation. Motion unanimously carried.
- b) Board Workshop – September.  
Director Warwick reviewed the preliminary agenda, workshop starts at 9:00 on September 8th. Chairperson Larson reminded the board to review the Main Library Building Summary Report prior to the meeting.

#### IX. NEW BUSINESS:

- a) By-Laws change – Day of Regular meetings.  
Director Warwick explained we are proposing to change the board meeting from the 3<sup>rd</sup> Tuesday to the 4<sup>th</sup> Tuesday. In the By-Laws this change will have to be approved at a meeting where there are at least (4) four board members voting on it. Chairperson Larson explained the purpose of this change is to allow staff more time to get the info to prepare the board packets.
- b) Audit 2006.  
Chairperson Larson noted all board members received a complete copy of the audit. The (3) three pages received summarizes and identifies the audit figures for 2006. Chairperson Larson explained the audit in detail and highlighting the most significant thing is we anticipated expending \$495,384 (page 88) and it turned out the reduction was only \$384,438. Partly due to increase revenue and reduction of expenditures, this had a positive outcome which really resulted in our budget being about \$110,000 better at year end than what we forecasted. Also noted (page 12) the County has recommended to all departments who receives Millage funds to look at the tax tribunal payback at about 60% as to 100% payback and this is reflected in our audit report. We can't change the audit report but for budget purposes the board can set aside 100% for this purpose. The current fund balance is \$1,525,416. Moved by Member Moran and supported by Member Vesper to receive and file the audit report as presented. Motion unanimously carried.
- c) Government Document Depository Recommendation.  
Assistant Director Allison Arnold explained the Federal and State Government documents being discussed are a collection of printed, electronic and micro formed materials that are housed at the Main Library. This material comes from the Government printing office and is selected, processed, shelved and maintained by staff. She also explained there were cons to this collection. It circulates only four-hundred items a year and takes up quite a bit of space

and when considering just staff time it takes to maintain this collection we are looking at \$50.00 dollars per circulation compared to the CD collection which is \$1.00 per circulation. It is an expensive collection to maintain and the collection is very labor-intensive. Pros are we have been a depository since 1967, however we collect only 16% of the material that is printed and unfortunately by the time the document reaches our shelf they're already a year old. Now 50% of the material produced are published on the internet. There are (8) eight State depositories in the state. Ms. Arnold explained if it's decided to dissolve this collection it may take 5 to 10 years to discard or destroy. We can contact Lansing if documents are requested (Inter Library Loans) or obtain through the internet. This service is not funded by the State. If we decide to back off, it will be difficult to get back in. Moved by Vice-Chairperson Praet and supported by Member Vesper to discontinue the Government Document Depository. Motion unanimously carried.

d) Fund Reserve Amount.

Director Warwick explained he spoke with Paul Bailey from SBW (Stewart Beauvais and Whipple) and Mr. Bailey did not feel that we necessarily have a great cash flow problem. He did not state directly, exactly what we should do but said if we were a stand alone organization such as a school district he would recommend 15% to 20% for a reserve amount. As part of the County it could be 10% to 15% and inclined towards the lower amount because we do have the County as backup for any cash flow problems. Chairperson Larson stated 10% is probably a reasonable amount without taking formal action. Consensus from the Board is to move forward with the concept that they would like to see a 2008 budget presentation of expenditures equaling revenue and if there is anything that causes that not to be true, the staff would then do a presentation to what the implications are.

e) Board Member Reports.

Chairperson Larson – Explained the board received a letter from Randy Maiers as communication. Also noted the Mott exhibit was well received by adults as well as children (Children's Librarian Janet Rose).

Vice-Chairperson Praet – Marysville's open house is scheduled for Monday October 1<sup>st</sup>, there will be combined speakers (Water Lady and Health Department). Also noted as soon as the computer classes are posted they are filled. At G. Lynn Campbell they were setting up their back to school bingo and were expecting at least 40 children with prizes provided by their Friends Group. Director Warwick noted at tonight's Township meeting they were going to discuss the contract. Director Warwick explained the committee is still working on the budget and other responsibilities. It will take awhile to get everything in place in there. They are beginning the Kids Creation program and are going to try story time and also for the month of September its library card sign up time. Spoke with Branch Manager Julie Alef in St. Clair; they will be starting their first Thursday program starting September 6<sup>th</sup> with presenter Steve Rublemen "What resources to use to tell a valuable book". Computer classes are almost filled and maybe have a second class. Also decided to try to have Lap Sit again. Other wise very busy.

Member Vesper – Summer Reading Programs have done wonderful as mentioned in the reports. Also noted when she was a kid the Library was across the street and it was the size of this room, it's nice to have a much bigger facility!

Member Moran – Spent an afternoon at the Goodell's fair (children really enjoyed the programs), busier this year than last. Both branches are doing well, their circulation is up and Capac's book sale brought in \$600.00 and had a float in the parade. Memphis was really busy for their Memphis Festival.

Chairperson Larson – He was pleased to see staff volunteers for the parade (rained out) and also the participation of staff at the county fair. Also was very impressed with the writings of separate programs with children involvements. Part of this is all related to not only to our

good staff but in fact they have longer hours and the mileage effort. Very proud of our system.

Director Warwick noted Branch Coordinator Peggy Guoin was not here tonight, she was attending the Kimball's Township meeting.

NEXT ANNUAL MEETING DATE. Tuesday, September 18, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Moved by Member Vesper, meeting adjourned at 7:50 p.m.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary