

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Monday, December 18, 2006
St. Clair County Economic Opportunity Committee (EOC) Meeting Room
108 McMorran Boulevard, Port Huron.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Peter Vernier and Lisa Vesper.
LIBRARY DIRECTOR: James Warwick.

ABSENT: Lynn Moran.

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

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:30 p.m.

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

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

Department Head Report – Peggy Guoin & Allison Arnold – Budget Allocation by tiers.
Peggy Guoin distributed material from meetings where Adult Services, Dale Kittendorf; Assistant Director, Allison Arnold and herself have met to assigned material budgets to branches. Branch Librarian Peggy Guoin and Assistant Director Allison Arnold presented a detail presentation on the concept of Tiers for Materials and a brief discussion on Program Budgets. Ms. Guoin explained library branches differ in many ways and grouping the branches into tiers or levels has helped in assigning appropriate budgets and staffing.
Chairperson Larson asked for a summary for the board reflecting the (criteria used) data used for this report, number of patrons, size of the branches, number of circulation, space of the building, utilization, this will be helpful for the board to see. Member Vernier acknowledged “Well Done”. Board very pleased with report.

IV. CITIZENS’ COMMENTS:
None.

V. APPROVAL OF MINUTES:
Moved by Member Vernier and supported by Member Vesper to approve the November 20, 2006 Regular meeting minutes as amended, reflecting the following changes: Changed text from implementation to implication (located under Library Director’s Communications, page 3) and changed text from “to the main vote” to “of the Main Library” (located under Old Business, a) Bids for Building Assessment Study). Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Vernier to approve the Regular invoices for November 2006 totaling \$6,944.32 and Millage invoices for November 2006 totaling \$165,472.53. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick to send a memo through Chairperson Larson to Bob Kempf requesting in writing in advance notifying the Library Board and County Administrator of any classification (Object) change. An example is Object code 5099 Salaries & Wages – regular this was changed to Object code 5105 Salaries & Wages – part time. Chairperson Larson referring to the Expenditure Summary Report, when the budgets are combined we will have to pay more attention to the lines then the composites. Director Warwick explained the County will be doing a year end reversal due to the pay period being paid in 2007 about \$54,700 meaning we'll be over by 115% in salaries (additional health insurance, reduced a percentage off the top of salaries, longevity, over in mileage, retirement pay out etc.). Chairperson Larson noted he wants to make sure the salary budget flows right because he does not want us to be \$200,000 short next year.

Moved by Member Vernier and supported by Member Vesper to receive and file financial reports. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained the board received in tonight's packet a copy of the new brochure, Community Relations Coordinator's report and also noted the System's meeting has changed as mentioned earlier and we'll be making changes with other meetings.

Chairperson Larson referring to the miscellaneous branch expense allocation of \$175,000, we what to make sure that we know what the actual cost has been in the past.

Moved by Member Vernier and supported by Member Vesper to receive and file the director's report. Motion unanimously carried.

b) Department and/or Committees.

Chairperson Larson complimented on the department reports. Vice-Chairperson Praet asked if we received the applications for the vacant Assistant Branch Librarian positions at Burtchville and if the hours would have an affect on Anita Jackson. Assistant Director Allison Arnold replied no her position is not being interfered with at all.

c) Thank you notices:

Kathy Cilluffo – Cleveland Elementary School

Diane Ward – American Red Cross

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file communications as presented. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Bids for Building Assessment Study.

Moved by Member Vernier and supported by Member Vesper to un-table for discussion for a decision on the Building Assessment Study. Motion unanimously carried. Discussion took place on references and background information. Director Warwick explained administration recommended BMJ. The study would start immediately and the report would be completed by February 28th. Moved by Member Vernier and supported by Vice-Chairperson Praet to approve BMJ to complete the Building Assessment Study. Motion unanimously carried.

b) Topics for discussion – Board Workshop.

Library Board workshop is scheduled for February 10th from 9:00 a.m. to 12:00 p.m. location to be determine by administration. Topics to be discussed, 2007 Goals, reorganization, Long

Range Planning Process, review Main Building Study Report, review survey comments and Endowment Fund income discussion. This meeting is to give direction to the Director.

IX. NEW BUSINESS:

a) 2007 Library Calendar.

Director Warwick explained the Library would like to be closed half days on May 18th and December 14th from 12:30 to closing for in-service training other request is to close the Main Branch early on July 18th at 4:30 (parade night), these changes will need County Commissioners approval also. Moved by Member Vesper and supported by Vice-Chairperson Praet to approve the 2007 Library Calendar. Motion unanimously carried.

b) 2007 Budget Adjustments.

Chairperson Larson explained the 2007 budget adjustments which Director Warwick has requested are a reduction of \$67,738 in revenue and an increase of \$67,738 in expenses with the total change in spending reduced from \$163,719 to \$155,413. Chairperson Larson also explained they have chosen to deplete part of our fund reserve. We are purchasing a lot of capital equipment which normally we wouldn't do every year. Based upon the analysis of our building we may further deplete our fund reserve to bring the building up to code to make a safe comfortable environment for library staff and public.

Moved by Vice-Chairperson Praet and supported by Member Vernier to accept the proposed revisions to the 2007 Budget. Director Warwick explained the cost of the building study of \$11,000 will be covered under other areas of the budget. Motion unanimously carried.

c) 2007 Goals.

Chairperson Larson explained this does not require board approval this is preliminary and also noted about 40% of these goals the board should be involved in and the other items are administrative responsibility.

d) Municipal Agreement.

Chairperson Larson explained the agreement is a proposed written contract with municipalities who have branch library and in order for them to receive funds to support the operations of these facilities. But also more importantly to receive services from the library they will have to agree to this. This is not just for money. This is for having a branch library for library services. After lengthy discussion, Director Warwick to follow up on the following, contact corporate council regarding insurance, request copies of actual 2006 expense then compare to 2007 request submitted, list separately as an addendum for each individual contract of any maintenance which needs to be done and changed under #9 last sentence the text reasonable to the text timeline with the added text of 90 days and #12 after the text otherwise remove the text municipality will be paid to the system as provided by statutory and insert text shall be deposited in the Library funds. With the changes made the director will send a preliminary letter to the municipalities stating that this is a proposed contract. The library board will take action at January's meeting considering any comments made by them. Director Warwick mentioned in the past G. Lynn Campbell has refused to sign any contracts. Director Warwick asked the next question is then are we going to keep this branch open. No. By not signing this raises a lot of questions such as liability. Additional discussion took place if the contract is not signed they would not receive reimbursement. This is up for further discussion. Once board reviews Director Warwick will forward to corporate council for review.

e) Change Regular Board Meeting Dates.

Moved by Member Vesper and supported by Member Vernier to change board meetings to the fourth Wednesday for the first six months (January-June), with the meetings starting at 6:30 p.m. location to be determined. Motion passed with one no vote (Vice-Chairperson Praet) and three yes votes. Motion passed.

f) Board Member Reports.

Member Vesper – Spoke with Yale’s Branch Librarian Kaye Ray their Friends Group Branch raised \$1,000 on their trees and wreaths. Also noted the workshop went very well.

Member Vernier – No report

Vice-Chairperson Praet – Branch Librarian Vickie Hurley at the Marysville Branch is hoping to come back to work Friday. Will be having a scrap booking lesson, Monday January 29th at 7:00 p.m. They have already started their training sessions for the AARP (10 training sessions set up). Held their annual bake sale today (first hour sold \$300).

St. Clair still hanging on, it will now probably be the middle of January before they actually are able to do the interviews. Pat Cogley from the American Diamond Importers will be doing a presentation the first Thursday of the month for the Friends, on buying and selling on EBay and people are anxious of Saturday morning computer classes. Branch Librarian Julie Alef found out they received the St. Clair Rotary grant to buy more computers (\$1,200 to buy two more computers).

Spoke with Branch Librarian Jane Perukel at G. Lynn, thing are going very good. Fire department came out because one the computers started smoking, IT department replaced right away.

Chairperson Larson – Wished everyone a happy holidays.

NEXT REGULAR MEETING DATE. Wednesday, January 24, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned by Member Vesper at 8:15 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary