

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, December 18, 2007
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

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

ABSENT: Lynn Moran

ALSO PRESENT: Allison Arnold, Peggy Guoin, Kimberley Radatz and Janet Rose. Others: Bonnie Campbell and Kathleen Wheelihan.

Director Warwick gave a demonstration on the SeeMore Magnifier. The donor asked to remain anonymous. Four (4) magnifiers were purchased for Algonac-Clay, Marysville, St. Clair and Yale. A kit of magnifying devices is to be placed in each branch.

Bonnie Campbell gave an update on public computer training. Total classes taught in 2007 were 135. Ms. Campbell explained the summary and the 2007 Overall Evaluation presented to the board. Evaluations were filled out in a broad sample of classes during the summer and fall sessions in 2007. Evaluation summaries are based on 203 completed evaluations. An analysis of raw material showed in the summary reflects an 87% overall satisfaction or an answer of "Yes" from the student responses. Comments were also shared from the summary report. Chairperson Larson thanked Ms. Campbell for her report.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:50 p.m.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:

No amendments.

III. APPROVAL OF AGENDA:

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

IV. CITIZENS' COMMENTS:

No comments.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the November 20, 2007 Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted there were a few large invoices this month.

Moved by Member Vesper and supported by Vice-Chairperson Praet to approve the invoices for November 2007 totaling \$200,238.02. Motion unanimously carried.

Director Warwick explained the municipality reimbursements are coming in and he will also send out a letter to each of them reminding them of year end due date.

b) Acceptance of Financial Reports.

Director Warwick explained current property taxes are down by \$73,000. We received a TIFA payment of \$4,495.13. Penal fines for this month were a great disappointment. For the year they are under by \$80,000. But if you add all estimated revenue we are only down about \$8,000 as some areas we had good performance. Donations were up including the \$42,400 HUG Grant and the gift of \$10,500 for magnifier equipment. Expenses, we are over in supplies due to the library cards. Municipality reimbursements are being received but we expect a surplus at year end. Services are a little under. Capital outlay is under by \$140,000 due to electronic databases. The way it looks right now for this year we will be adding to our fund reserve by an estimate of \$78,000. There maybe more invoices which could bring this down a little bit. Personnel is under by \$52,000 (there is a day (31st) that could be reversed out. Supplies are over by \$18,000. Services are under \$64,000. Local Unit will be under between \$75,000 and \$72,000. We will be over in Tax Tribunal (should've been 7/10 of a mill and instead used 5/10 of a mil). This year we are doing very well. Chairperson Larson thinks due to the efforts of staff and management we were able to balance the budget without having to use fund reserves and we have revenue sources (grants) that we didn't expect. He is pleased that we are coming in with what it appears at the end of the year, balanced expenditure to revenue.

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

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted the Long Range Planning Retreat will be held at the Community Foundation meeting room on Saturday January 12th. Continental breakfast starts at 8:30 a.m. and an agenda for the Retreat is located in their board packet.

Vice-Chairperson Praet asked if Mary Jo Koch resigned. Director Warwick, yes and also noted if it wasn't for Ms. Koch we would not have received the magnifier donation. Director Warwick acknowledged Allison Arnold is a great asset to the Library. Building repair update: Roof has been done, door in boil room has been done and an electrician position in the County has been approved to develop a bid to do the electrical work. He will remind Ron Marsh about the venting issue on the 2nd floor. We are also looking at the front entrance way. He met with Architect Bill Vogan. He thought for a library, a canvas awning would not look very nice but he had other suggestions. First priority is to look at the stability of the front entrance and if it can be repaired. If not repairable they will install different columns. Second priority is to replace the concrete and widen the walk way and the third would be the streetscaping but this is a county /city issue. Chairperson Arnold asked Director Warwick to call him if Bill Vogan requests an up front fee and recommended the amount of \$1,000. Since Director Warwick's report he has spoken to Rick Garcia and he has contacted the Community Foundation. They are willing to fund and promote the volunteer program.

Assistant Director Allison Arnold explained the VoIP (Voice over Internet Protocol) is either an immediate project or a year from now project due to the eligibility dates for these grants. Suggestion was to wait for RESA to implement their project and also place this in the Technology Plan to study this year and then implement in 2009. Also gave an update on PAMS as well as a brief update on the options of software, Envisionware and Cassie. Ms. Arnold will provide a report in January. Chairperson Larson noted he appreciated the 2007 Technology Goals and Strategies report.

b) Department and or Committees.

c) Other.

Moved by Member Vesper and supported by Vice-Chairperson Praet to receive and file communications as received. Motion unanimously carried. Chairperson Larson acknowledged the staff, good job very helpful to the board!

VIII. OLD BUSINESS:

a) Advisory Board – Job Description.

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve job description outlined for the advisory board. Motion unanimously carried.

IX. NEW BUSINESS:

a) PAC HUG Computer purchases.

Director Warwick noted we received a grant in the amount of \$22,740 this would be for the computers in the amount of \$14,638.80, monitors do not require approval. Director Warwick explained we might not have the funds for the equipment furniture needed; the approximate cost is \$1,000 per branch. Chairperson Larson asked Director Warwick to provide a quote for furniture if needed.

Moved by Member Vesper and supported by Vice-Chairperson Praet to purchase the computers and monitors with the PAC HUG Grant. Motion unanimously carried.

b) Board Member Reports.

Vice-Chairperson Praet – Did get a chance to talk to Branch Librarian Julie Alef at St. Clair but did speak to Branch Librarian Jane Perukel. She mentioned their focus group meeting was small. She asked about their large budget reduction. Branch Coordinator Peggy Guoin noted there was an error and it's being corrected. Story Time is going really well. Spoke to Vickie Hurley at Marysville. Computer classes for January are already filled. AARP will start Monday to assist people with their taxes by appointments (very well used).

Member Vesper – Branch Librarian Kaye Ray's first day back was Monday. Jim Smith who owns the hardware store approached Ms. Ray on doing a mini extreme make over at the library (exciting). Looking for grants to help with this project as well as an interior designer. Attendance for a couple of programs held were 52 children and 28 adults (great). Their Ho Ho Ho Holiday Festival went very well (fifth year).

Chairperson Larson – Invited everyone to stop and see the new teen area. Friend's book sale was very well received. Director Warwick noted over \$1,300 was raised (second recorded breaking amount). January 19th at noon the Friends will be having program presenting a local author and will be serving refreshments. Retreat scheduled for Saturday January 12th at the Community Foundation meeting room. Chairperson Larson wished everyone a safe and happy holiday with friends and family and looking forward to seeing everyone on the 12th.

NEXT REGULAR MEETING DATE. Tuesday, January 22, 2008 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 at 7:54 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary