

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, February 17, 2004  
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

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

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children Services Coordinator, Jane Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Gretchen Krug and Dale Parrott.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported Member Vinckier to accept the Agenda including the change to add under New Business b) – Reed Grant/Gates Foundation. Motion unanimously carried.
- III. CITIZENS' COMMENTS:  
Mr. Dale Parrott of Port Huron discussed his thoughts pertaining to the 2-hour Internet limit policy. Explained when he is using the Internet while searching for a job he has been cut off various times and while he was completing job applications. His thoughts are "If it's not broke don't fix it".  
Chairperson Fernandez explained they had three meetings discussing and had staff approval regarding the time limit.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Vinckier to accept the January 20, 2004 Regular meeting minutes including the correction on page 2 under Old Business b) changing the month February to January. Motion unanimously carried.
- V. FINANCIAL REPORT:
  - a) Approval and Ratification of Bills.  
Director Warwick explained it will be a tough year fiscal wise. Revenue are under projections. Penal fines so far for the first 6 months is \$387,000. If it continues we'll be a little over budget (currently not sure if the local or state cut backs will effect penal fine revenue). Received notice that we would receive a 47% discount for Internet services though the USF a savings of \$32,156.44. Due to Curtis Paper tax tribunal there will be a cut back on tax revenue by \$4,442.00. The invoice list includes an invoice from SEMCO in the amount of \$14,020.36 for the County's Court Building and it will need to be deducted from the total amount reducing it to \$4,339.49. Moved by Member Vinckier and supported by Vice-Chairperson Moran to accept the Regular invoices for January 2004, totaling \$4,339.49 and Millage invoices for January 2004 totaling \$73,356.26. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the January 2004 Financial Reports as informational purposes only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.  
Director Warwick explained circulation is down by 7% this will affect fees and fines and when the County uses the Performance Base budget this will be affected greatly our performance measurement. The decrease maybe due to the weather, IT problems and less material. Statistic: Percentage of Library cardholder's is 46.5%! Also noted the County has communicated the City of Port Huron will be ticketing the County parking lots and not the County. 3M (PAM) have notified us they would not be billing the Library for 2003 services.  
Library Board requested copies of any articles in The Times Herald pertaining to the Library be included in their library packets.  
Moved by Vice-Chairperson Moran and supported by Member Vernier to receive the Library Director's report as informational purposes only. Motion unanimously carried.
- b) Department and/or Committees.  
Member Praet commented that she appreciates the staff submitting their departmental reports.  
Moved by Member Vinckier and supported by Member Praet to receive the Department reports as informational purposes only. Motion unanimously carried.
- c) Thank you notices.  
Dorothy Bowers  
Dorena Langenburg  
Mainstreet  
Clara Nitz  
Moved by Vice-Chairperson Moran and supported by Member Praet to receive thank you notices as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) St. Clair County Integrated Information Technology Department "The Plan".  
Library board members Helen Praet, Peter Vernier, Library Director James Warwick, Assistant Director Stanley Arnett, met with Commissioner Lee Masters, County Administrator Troy Feltman and IT Director Brian Breise to discuss their initiatives. Director Warwick explained the County informed them they would work with the Library and the Library can write the contract and the Library can withdrawal at anytime. Member Vernier explained that Brian Breise pointed out positive things as purchases, ability to save on cost of personnel. Member Vernier stated, all the things they mentioned made a lot of sense except Brian's initial cost savings plan. During the meeting Administrator Troy Feltman and Commissioner Lee Masters said it was a general misunderstanding of them taking over, simply want it to work out generally the best for both. The contract can be a limited binding contract. Also noted was it's important the Director writes up a draft contract by next month. Vice-Chairperson Moran asked if they should have a committee? Member Vernier asked that the Director and staff discuss and work things out with the County. It was agreed that this would take time to draft and then have legal council review. Any savings would be brought back to the Library and expenses and or equipment changes should be brought to the Library Board for approval. Changes to the Library telephone system will be discussed further.  
Moved by Member Vernier and supported by Vice-Chairperson Moran to have Library Director draft a contract between the Library and County for IT integrating. Motion unanimously carried.
- b) Discussion on prioritizing Library Goals.  
Moved by Member Vernier and supported by Vice-Chairperson Moran to approve Library goals for Director Warwick. Motion unanimously carried.
- c) Detroit Edison Company Tax Assessment Appeal Letter.  
Director Warwick will continue to submit any new information to the board pertaining to DTE Tax Assessment Appeal.

VIII. NEW BUSINESS:

- a) Requesting to fill Page position at Main Branch.  
Moved by Member Vernier and supported by Vice-Chairperson Moran to approve to fill the Page position at Main. Motion unanimously carried.
- b) Reeds Grant and Gates Foundation.  
Moved by Member Vernier and supported by Vice-Chairperson Moran to approve submitting the grant for hardware purchases. Motion unanimously carried.
- c) Board Member Reports.  
Member Vinckier – Yale Branch has been very busy! They are also working on their second in a series of travelogues. The branch is also receiving help from their Village on building problems.  
Vice-Chairperson Moran – The Memphis Branch circulation has increased. They also have a special project time for group homes visits.  
Member Praet – Marysville is hosting their usual programs. Computer classes are most popular. G. Lynn Campbell is having their Friends membership drive, \$3 for students/seniors, \$5 for individual and \$10 for family memberships. Their children’s programs are very busy. St. Clair also had their program “Hidden Treasures” which went very well but not all were able to have their treasures appraised. Coming program in April is Civil War Women and the St. Clair Chief of Police Donald Barnum is willing to take pies in the face to raise \$1,000 for literacy and they have also increased their programs.  
Member Vernier – Visited the Algonac–Clay Branch, looking to work on operational issues at Algonac.  
Chairperson Fernandez – Thanked Mr. Mrs. Joe McCarthy for their donation to the Library Fund of the St. Clair County Community Foundation. Good public relations for the Foundation.  
NEXT REGULAR MEETING DATE. Tuesday, March 16, 2004 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 Vernier and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:56 p.m.

Respectfully Submitted:

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Randall S. Fernandez, Chairperson

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James F. Warwick, Director/Secretary