

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES WORKSHOP MINUTES

TIME & PLACE: 9:00 a.m. Saturday, February 10, 2007  
200 Grand River Avenue, Port Huron, St. Clair County Administrative Office  
Building, Conference Room A.

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Helen Praet and Lisa  
Vesper.  
ASSISTANT LIBRARY DIRECTOR: Allison Arnold.

ABSENT: Member Peter Vernier and Director James Warwick

ALSO PRESENT: Peggy Guoin, Dale Kittendorf, Kimberley Radatz and Janet Rose. Others: Ann  
Maas and Kathleen Wheelihan.

1. CALL THE MEETING TO ORDER BY Chairperson Larson at 9:16 a.m.

2. Goals:

Assistant Director Allison Arnold explained what Director Warwick would like to see is priorities set for the board goals so the management team would know what needs to be worked on first. Chairperson Larson referring to goals, he felt the Long Range Plan was a little rushed (July 2007 for board approval). Maybe present the Long Range Plan to the board for approval in November or December (timeline change). Also noted the Financial Planning I a & b is first priority and Board and Agency Policies II, then Organizational Restructure we need to look at and hopefully come up with something by the end of the year (on going process and should be included in the 2008 budget process). Chairperson Larson explained he is not supportive in this year for a couple of reasons, we just got a new Millage and expanded our services, referring to management restructuring he would like to get this stable again and there has been questions last year on Director Warwick's leadership, but thinks there has been some real improvements, but not personally ready to go out on our own and doesn't want it on the agenda. General agreement was to remove from further discussion and maybe next year it can be brought up for further consideration for gathering information and if we are seriously going to do this, would like an out side contractor to do an analysis of personnel, space and cost requirements to implement all those services we currently get. Agreed to remove III B. Explore the implications of Library District Status and costs by July 2006. IV Other Library issues. Could attach circulation or what did we accomplish in this report. Chairperson Larson, we need to do something that can be distributed! Should still be on the agenda. V Chairperson Larson noted he really appreciates the layout of administrative responsibilities because this gives him/board the sense of direction and activity by management staff and also feels this gives the employees a sense of what the board is doing and also this helps evaluate people, this is more of a task evaluation than direction. Also complimented Allison Arnold, Peggy Guoin, Dale Kittendorf and Director Warwick, the team works well together and has a sense of belonging. VI Prepare a 90<sup>th</sup> Anniversary celebration event. Chairperson Larson asked should the board be involved. Board members agreed yes. Director Warwick is to inform the board of activities and invite the board to attend/participate. Vice-Chairperson Praet volunteered to be on the 90<sup>th</sup> Anniversary committee. Chairperson Larson also noted if there's going to be a formal thing; we would get some type of recognition by the County Commissioners and/or City of Port Huron maybe a resolution. Chairperson Larson noted a lot of this is on going duties. Recommended proposed goals to be taken back to Director Warwick and then taken back to full board this month and get formal approval.

3. Long Range Plan:

Chairperson Larson explained the Long Range Plan is the outcome of contingent plans, this has some good basic principals and philosophies and some guide lines for activities over time. The Long Range Plan might be changed based upon the needs assessment and data gathering that we are going to do then afterwards update the LRP. Recommendation is to give back to Director Warwick and staff and have them put together an RFP (request for proposal) about what we want to gather to accomplish what we want and what we want is information to guide us in the future and send it out. Chairperson Larson noted it might take six to nine months to gather data then once we have the data sit down and review; this could take up to a year. Timeline from drafting an RFP and sending it out and receiving information back could be up to two months (April/May). Member Moran asked if anyone has talked about a new building. Vice-Chairperson Praet noted she heard there is a grass root starting up (turning the Sherry's building into a library). Chairperson Larson said we would love to talk to them.

4. Survey Comments:

Assistant Director Allison Arnold explained the survey was un-scientific, (maybe had one patron answer the survey seven/twenty times). Basically people want more, they want more space, they want more computers, and they want more books, one surprise was the request for more music. Survey reviewed and discussed in detail. Most folks who answered the responses were satisfied with the service they are receiving; one red flag for her was they want the staff to be quieter. Branch Coordinator Peggy Guoin mentioned on the counter part of that, people like to come into the library so they can talk to somebody, how do we get both. Also want more programming. Referring to programs Vice-Chairperson Praet asked if someone doesn't have a computer at home and it's not in the newsletter how will they know. Adult Services Coordinator Dale Kittendorf noted he has seen children programs in the shopper. Vice-Chairperson Praet also asked if we can fine tune these answers to find out if they answered just one. Yes, Chairperson Larson explained this would be a challenge but can be done on a one on one basis. Vice-Chairperson also mentioned their DVD rental has gone down quite a bit. Adult Service Coordinator Dale Kittendorf noted we are still far under the market rates (Block Buster). Chairperson Larson noted he appreciated the survey being put together.

5. Fund Reserve:

Chairperson Larson reviewed the Fund Balance Projection handout in detailed and asked the board do they want to look at some kind of guideline or policy that relates to the fund balance. Do we want to provide direction to Director Warwick to have a balanced 2008 Budget? Vice-Chairperson Praet explained she has always wanted a balance budget. Chairperson Larson noted most organizations maintain a fund balance of 10 to 15 percent of their annual budget. Also mentioned if Detroit Edison is resolved we would probably have close to \$800,000 as other revenue that could be used for other purposes such as either remain in the fund balance, update and improve this facility other facilities and expansions. By May or June we need to give guidance to Director Warwick on the 2008 budget. Assistant Director Allison Arnold will provide a schedule for equipment replacement for the board. Revisited the option of relocating the building, Chairperson Larson explained the Community Mental Health used the County automatic bonding authority, this has to be paid back but at a lower interest rate. Member Moran noted maybe we need to be thinking about a new building. Vice-Chairperson Praet asked if anyone has contacted Jim Acheson. Chairperson Larson explained we don't have a plan and also right now both Jim Acheson, Citizens First Foundation, and the Community Foundation has committed an approximate million dollars to the Community College MTECH and they also committed money to the YMCA, their funds are tied up but once we have a plan we can all go for a Kresge Grant and other grants that would support facilities for library's as well as the Community Foundation to support part of it. Chairperson Larson said two things need to happen, one finalize the Building Facility Use Study and two, what's going to happen with Detroit Edison (Closure to the Tax

Tribunal). Chairperson Larson explain either May or June they will have to make a recommendation for a policy to Director Warwick and staff, it will probably be a dollar amount.

6. Management Restructuring:

Chairperson Larson explained this is not a proposal but a cause to think about it. Assistant Director Allison Arnold explained we are at the very beginning stages. Primary reason why we need to do is to have a very clear management structure for supervision for concise lines of authority and an evaluation system. Basically giving staff a clear vision of who their supervisor is, what they are suppose to be doing and what management is suppose to be doing. We need to be able to evaluate the current staffing and positions trying to eliminate some out laying and making the work flow more efficient and maybe better utilize staffs skill. We are not looking at doing a restructure for the purposes of removing positions or changing things because we want to it's the betterment of the library and for the services of the community. We want to make sure staff and administration is accountable and at this point there is nothing more to be presented to the board. Vice-Chairperson Praet noted it was mentioned before about branch managers being out of the Union, have the branch managers always been in a Union. Assistant Director Allison Arnold explained the thought process isn't rather or not they should be in a Union, but looking at being able to supervise and as it stands right now they are in the same Union they supervise. Based on the research this should be implemented. Chairperson Larson explained Peggy can't supervise and evaluate at all ten sites, so we need to have someone there with the authority to be able to supervise and evaluate. The board needed to hear the discussion, and yes there's a need to look at it. Didn't want the board to be surprised. Chairperson Larson we're hoping this can be done by August or September and if there's any change this will be effective the beginning of 2008 (general plan). Also noted he wants to make sure that the staff clearly understands the intent and the implications for any change, if the staff comes to them they better be very clear and have a consensus that they think this is right. Vice-Chairperson Praet asked is this like we are eliminating them or their job? Chairperson Larson, no.

7. Facilities Use Report – revisions:

Adult Services Coordinator Dale Kittendorf explained administration has reviewed and revised the Facility Use Report and is looking for board's input on what they would like to see, do they use the report etc? Referring to the original Facility Use Report Dale also explained some of the numbers were not consistent due to double counting, items don't match up and some items were not used so was removed. Chairperson Larson noted this report probably has mixed meanings to each of them. Branch Coordinator Peggy Guoin noted they removed some items that people really don't use. Board members agreed the new Facility Use Report is much more user readable and Vice-Chairperson Praet noted she has always enjoyed reading the report. Board agreed to try the Collection and Unique Management in the revised report.

8. Foundation:

Chairperson Larson explained Director Warwick feels pretty strongly that these funds are primary raised by the Friends for the Library as well and from other anonymous donors and some funds allocated from Citizen's First through other people that these funds should be under the control or direction of the Friends and the fund is not intended to be for replacing of books or material at the library but was to stimulate literacy within the community and focused primary on seniors and adults as opposed to children. Other questions came up, who makes the decision on disbursement and at what point do we start distributing money, and Chairperson Larson noted currently we have over \$50,000 in the Foundation funds? Thoughts are do we want to wait until we get closer to \$100,000 and give the leadership to a committee made up of Friends, 2 staff members, and one board member. This group would set directions for the funds, promoting to raise funds, and also to review applications for grants. Director Warwick or Assistant Director Arnold are to sit down with Ann Maas (Friends) and explain their plan and then come back to the board with a proposal and they'll

endorse that. Board would like an annual report. Board agreed to the five (5) committee group to include 2 friend members, 2 staff and 1 board member (Helen Praet).

Chairperson Larson complimented, he thought this was a good meeting, there was a lot of discussion, and spent more time talking about things instead of approving things. Suggestion maybe have this type of workshop twice a year.

Chairperson Larson acknowledged Director Warwick's Father-In-Law who passed away.

Meeting adjourned at 12:23 p.m.

Respectfully Submitted:

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Helen M. Praet, Vice-Chairperson

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James F. Warwick, Director/Secretary