

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, February 26, 2008
210 McMorran Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

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

ABSENT: None

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Dale Kittendorf and Kimberley Radatz.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:36 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 Member Moran to approve the Agenda as received.
Motion unanimously carried.

Department Head Report – Allison Arnold & James Warwick – Long Range Plan.

Director Warwick thanked Peggy Guoin, Dale Kittendorf and Allison Arnold. Director Warwick noted after talking to several people they felt that this is an imperfect document. One of his major concerns was the planning day. There was a short period of time allotted to go through the information. There is disconnection between patron comments and this document. Ms. Arnold and Director Warwick will very briefly go through the different parts of the Long Range Plan and will not go through every item but will highlight various items. We are having a staff development on Friday and will get staff ideas then we can sit down in a workshop (admin team and board) and review.

Goal 1. The Library will provide technologies that enable all patrons to connect to a World of information: She noted they struggled with this. We already had a Technology Plan written and didn't want to rewrite the Technology Plan. It was incorporated in that we will implement the Technology Plan. Chairperson Larson noted there are some issues that are in the Technology Plan that should be identified as a goal. Public will have a reference to this. Vice-Chairperson Praet we need to be more specific!

Goal 2. The communities of St. Clair County will have libraries that draw people in and make them want to stay: Director Warwick, goal two basically is related to buildings. Director Warwick reviewed patron responses regarding buildings and suggested that we need to do a presentation to our Friends and other partners and share these responses.

Goal 3. The community will find a vibrant collection of resources to serve their needs: Manage collections. Ms. Arnold explained the team sat down and discussed the collection and looked at the data provided including the retreat and what the community was saying. Conclusion we need to evaluate our collections!

Goal 4. We will provide a variety of programs and services that will invite the community to seek and embrace life long learning: Director Warwick explained this goal addresses programming (need author programs). Another area is computer classes. We need to go to a different level than what we are right now. We need to examine and use the reference staff differently.

Goal 5. We will administer the public service goals through efficient and effective use of resources: Director Warwick explained the last area is the collective of items to be efficient and effective with our

resources. He feels we need to look on how we're organized and how we are doing things. Regarding professional standards, this refers to training. Where we need to go now in training the staff is reference material and how to refer patrons to the reference area and also how to use the databases. Director Warwick noted one item throughout this document was complete satisfaction with the staff by the public. Also noted the influence of our Friends groups is really unrealized. We need to look at District Status. What do we gain by it and loose by it? How we make the public aware of this plan? How do we work with our local government to improve our building to improve our services and expand our relationship with our branches?

Chairperson Larson noted he was under the impression that the contractee would put together a presentation format to be shared with community groups. He also assumed that the contractee would be involved with the drafting of the final document. Ms. Arnold explained the contractee came to a meeting of the team and also noted the format provided was changed. It was difficult to work with when detailing with concepts and activities that needed to go with the goals. Chairperson Larson explained he was not impressed. He found it hard to follow; it would have been nice to have the material ahead of time to review. Chairperson Larson would like to direct it back to staff for them to spend more time reviewing and redrafted. He estimated 2 months to do it. The board should have a workshop with staff then get consensus of the draft as a final report. Vice-Chairperson Praet explained she was furious with not just the Long Range Plan but some other information in the packet this month seemed amateur. She also noted she felt the Long Range Plan was insulting and done amateur (everything was rushed). Member Vesper noted we need more details and clarification. Member Moran asked Vice-Chairperson Praet to be more specific. Vice-Chairperson Praet said it's the words being used in the document. Chairperson Larson noted there needs to be more information shared in the report that can provide some guidance to the reader as well as the staff and board for future development. He suggested that the finance be a separate goal. When staff is ready to set a time for the board and staff to sit down and review the proposed draft and then get a consensus. We need a presentation to take to the public. Adult Services Coordinator Dale Kittendorf explained the staff pretty much hated the last Long Range Plan. They didn't like the wording, it wasn't usable. Ms. Arnold also noted they couldn't find themselves in the Plan and so it made it difficult to use.

IV. CITIZENS' COMMENTS:

None

V. APPROVAL OF MINUTES:

Moved by Member Moran and supported by Member Vesper to approve the January 22, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained there are still a lot of 2007 invoices included in this report (Baker & Taylor library material \$13,046.29). Also acknowledged the invoice for Software One, the renewal of Microsoft Office licenses for both staff & public. Director Warwick spoke to the donor of the MaxiAids equipment and she is a delight!

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for January 2008 totaling \$156,610.39. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted the taxes are very low on the revenue summary. Chairperson Larson noted we might not go up as much in taxes as they have projected which is 2 1/2% - 3 %. There maybe more delinquent taxes which is not a problem because the County makes up the difference. Expenses are very low. Director Warwick noted for the last two months the

penal fines are down. Moved by Member Moran 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 newspaper article dated February 18th regarding "Video Games get Teens in Library".

b) Department and or Committees.

c) Other.

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

Chairperson Larson gave a well done to staff for their reports. Director Warwick, future department reports will be placed on the shared drive for staff review.

VIII. OLD BUSINESS:

a) State Aid Revisions.

Director Warwick asked for comments on the draft letter they received for State Librarian Nancy Robertson in their packet. Vice-Chairperson Praet to see Director Warwick after the meeting regarding letter.

b) Main CIP.

Director Warwick, Chairperson Larson and Assistant Director Arnold attended a meeting with Bill Kaufman to discuss the process of CIP. We have the documents required and will start getting involved so we can be part of the County's Capital Improvement Plan.

Chairperson Larson, we have to submit our plan sometime in April.

IX. NEW BUSINESS:

a) Long Range Plan.

Chairperson Larson noted he hopes the board will be looking at the Plan as part of the annual goals and objectives. Director Warwick will be writing the Library's annual goals based upon the Long Range Plan so we can break the LRP down year by year in what were doing.

b) SirsiDynix Renewal.

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the SirsiDynix renewal in the amount of \$45,419.88. Motion unanimously carried.

c) Thomson West agreement.

This agreement was postponed to the 13th Board of Commissioners meeting so a representative from the Library could be in attendance for questions. Chairperson Larson noted we should have someone from the Library when presenting requests to the Board of Commissioners.

Moved by Member Vesper and supported by Vice-Chairperson Praet to approve the Thomson West agreement in the amount of \$14,592.

d) Board Member Reports.

Vice-Chairperson Praet – Spoke to Branch Librarian Vickie Hurley at Marysville. They had a teen advisory meeting (2 high school students – 2 middle school students) this will be once a month instead of every two weeks. Retired FBI worker Ray Foltz was the guess speaker this Thursday. She will not be having anything for March Reading Month. Friends will be having their breakfast to discuss their usual May book sale. Their meeting room is used all the time and found out all of the month of May was reserved. Assistant Branch Librarian Tammy Williamson is doing a craft program. Assistant Branch Librarian Jayme Tarzwell is hosting a program "Hobbies for Ladies". Cindy Miller new Assistant Branch Librarian is working out really well. Spoke to Branch Librarian Julie Alef, jammed as usual. She doesn't have enough time to do the book ordering. First Thursday guest speaker will be from DIA.

Talked to Assistant Branch Librarian Lisa Regulinski at G. Lynn Campbell, Branch Librarian Jane Perukel is now retired. Their Friends group painted their new addition last week and also the shelving arrived. Director Warwick acknowledged Branch Coordinator Peggy Guoin coordinated the public service workers regarding the shelves. The remaining shelves will be on the walls at the Memphis Branch.

Member Vesper – In Yale there were ads in both the Times Herald and the Yale Expositor the last couple of weeks. The Yale High School Student Council donated \$500 towards their landscaping. Forty people have volunteered so far to paint and move books for the renovation project. Director Warwick and Friends President Arlene Marcetee will be attending a meeting of the Community Foundation on March 5th.

Member Moran – Things are going well at the libraries. Memphis Branch was wondering if we are going to be doing anything soon regarding wish list.

Chairperson Larson – Spoke to Director Warwick earlier and maybe we can reallocate some of the funds from the municipalities local funds to provide items for branches. Item to be placed on March agenda. Director Warwick also noted we need to set up a certain amount maybe based on tier level. Chairperson Larson acknowledged it's good to see the libraries being used during snow days. Also noted any fiscal issues on the agenda, copies are required for board.

NEXT REGULAR MEETING DATE. Tuesday, March 25, 2008 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 Moran, meeting adjourned at 7:54 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary