

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, February 24, 2009
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,
Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Helen Praet, Janna Soelter and Lisa Vesper.
DIRECTOR: James Warwick.

ABSENT: Arnold Larson & Lynn Moran.

ALSO PRESENT: Staff: Barb Adent, Allison Arnold, Peggy Guoin, Dale Kittendorf and Kimberley Radatz. OTHER: Frank Elliott.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Praet at 6:30 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:
Director Warwick requested the Citizens' Comments be moved after Approval of Agenda.

III. APPROVAL OF AGENDA:
Moved by Member Soelter and supported by Member Vesper to approve the agenda including moving the Citizen's Comments after the Approval of Agenda. Motion unanimously carried.

IV. CITIZENS' COMMENTS:
Frank Elliott asked that the board would consider reducing the rental cost for videos to .25 currently at \$1.50. Director Warwick to discuss further with staff.

Department Head Report – Tour of basement – Compact shelving

V. APPROVAL OF MINUTES:
Moved by Member Soelter and supported by Member Vesper to approve January 27, 2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Director Warwick noted the invoices were normal.
Moved by Member Vesper and supported by Member Soelter to approve invoices for January 2009 totaling \$112,892.41 as presented. Motion unanimously carried.
b) Acceptance of Financial Reports.
Director Warwick noted we collected a little under 2 million in taxes and we'll receive our final payment the first of May. Penal fines are down! Interest rates are below 1% right now and don't see them getting better. Expenditures we're just beginning.
Moved by Member Soelter and supported by Member Vesper to receive and file January 2009 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick spoke to Bob Kempf regarding the tax tribunal. It has now gone from Detroit Edison and the Equalization Department (Greg Hill) back to the attorneys for wordage finalization. The last he heard it was still 18%.

b) Department and or Committee.

Director Warwick noted he was really impressed with quite a few of the department head reports. Specifically noted Lois Kaufman's report at the Marine City Branch!

c) Other.

Director Warwick noted January's Branch Facilities Report will be in the next packet. The TIPA meeting is scheduled for March 17th at 4:00 p.m. Branch Manager Lois Kaufman will be presenting Branch needs. Vice-Chairperson Praet also complimented on the department head reports. Member Soelter noted at Algonac-Clay the lock was broken off the cabinet in the men's room and spray paint on the outside of the building including on staff vehicles. Member Vesper recommended that at Yale they were experiencing problems and they started asking for ID for anyone under eighteen.

Moved by Member Vesper and supported by Member Soelter to receive and file Communications as presented. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Staff In-Service Training date.

Assistant Director Allison Arnold noted the change was due to various holidays in this month. Moved by Member Soelter and supported by Member Vesper to move Staff In-Service training date from November 20th to October 16th. Motion unanimously carried.

Director Warwick thanked Library Assistant Mary Sue Tomalo for bringing this to their attention.

IX. NEW BUSINESS:

a) Thomson West Agreement.

Moved by Member Vesper and supported by Member Soelter to approve the Thomson West Agreement, total agreement included three (3) years totaling \$56,544. Motion unanimously carried. This service is available on the Library's web site through public computers (licensed for two (2) users at a time), and is being monitored for the possibility for the need to increase the number of licenses.

b) Board Member Reports.

Member Vesper – Asked if anyone has heard anything about the new circulation system? Adult Services Coordinator Dale Kittendorf mentioned there are still some small issues and he's working with the IT department. Visited the Main Branch and noted there was some confusion on the usage with the sign up process and she recommended placing 3x5 cards to assist with the process. Spoke to Branch Manager Kaye Ray at Yale; everything is going well and their really excited with the fundraiser with MediLodge.

Member Soelter – Asked if an email can be sent out to board members with an update on the ICMA Grant (Peggy Guoin Branch Coordinator). Director Warwick mentioned there will not be a motion on the Capac's shelving however they met with Branch Manager Linda Aguinaga and went over the plan and started prioritizing. Also requested a report (Circulation/cost) on DVD rental for the board to review.

Vice-Chairperson Praet – Spoke to Assistant Branch Librarian Cindy Miller at Marysville (very busy with the AARP tax filing and also noted they receive fifty to sixty calls per day). Member Soelter will look into maybe offering to advertise looking for volunteers to assist with tax help. Teen anime` club meets every other Friday (10 to 12 kids). Embroidery class on the 30th and scrapbooking club meets every other Thursday also

being offered again is the ladies looking for hobbies program. Met the new Assistant Branch Librarian, Lori Stank at Marysville. Spoke with Assistant Branch Librarian Lisa Regulinski at G. Lynn Campbell. They have been very busy. On Monday and Tuesday's they're getting 100 to 110 people visiting. They have a waiting list for computer classes, book sale on the 19th and 21st sponsored by the Friends and also they are going to sell prepackaged mixes (cookies/soup). March is Reading Month! Spoke to Branch Manager Julie Alef at the St. Clair Branch (gave Jim an article that was in last week's Voice paper) they have partnered with St. Clair Chamber of Commerce and the Small Business Administration. Also a possibility of a building enlargement (add on a children's room) by the Moore's through the Community Foundation. First Thursday's program next week is the Holly Hock (U.S. Coast Guard Cutter). Attended a City meeting and they're talking about cut backs for 2010. Director Warwick noted as it stands right now at reviewing the income we have income about \$5,545,000 and expenses we had \$5.2 million and about another \$100,000 where auditors will back out leaving us a year end surplus of \$234,400 but we need to take into consideration that this doesn't include the Detroit Edison Tax Tribunal (set aside is \$260,000) so for the year we were overspent by about \$25,600 which is not bad considering the size of our budget. Director Warwick we're standing fine in turns of finances.

NEXT REGULAR MEETING DATE: Tuesday, March 24, 2009 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, City of Port Huron.

X. ADJOURNMENT: Meeting adjourned at 7:33 p.m. by Member Vesper and supported by Member Soelter.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary