

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, January 20, 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; Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; Children Services Coordinator, Jane Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; and Gretchen Krug

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:35 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Agenda with change to add under New Business b) - Request for approval to purchase PAM equipment (SQL Server). Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None
- IV. APPROVAL OF MINUTES: Moved by Member Vinckier and supported by Vice-Chairperson Moran to accept the December 16, 2003 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Director Warwick explained invoices over \$10,000 were Library material, and Internet access through the ISD. Moved by Member Vernier and supported by Member Praet to accept the Regular invoices for December 2003, totaling \$7,598.80 and Millage invoices for December 2003, totaling \$184,723.58. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick noted the income to date is \$4,149,960 and expenses to date are \$3,917,687. These expenses do not include all expenses for 2003. We won't know the final figure until the audit is complete. Director Warwick noted we did very well this year's budget. Director Warwick is to recommend to the Board if he would like a fund audit done for 2003. Chairperson Fernandez noted that everybody should be applauded for their spending habits. It's not easy and we appreciate everyone's efforts. Moved by Member Vinckier and supported by Vice-Chairperson Moran to accept the December 2003 Financial Reports as informational purposes only. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Library Director Warwick explained the letter from attorney Gary Fletcher was concerning the questions that the board had regarding the IT integrated.
Director Warwick acknowledged Administrative Secretary Kimberley Radatz was awarded "St. Clair County Employee of the Quarter" and congratulated her. This also makes her eligible for "St. Clair County Employee of the Year".
Chairperson Fernandez noted there has been money received into the Community Foundation and also reminded everyone the Library needs \$25,000 deposited in to the Foundation before any funds are disbursed, and is hoping by the next board meeting

there'll be at least a fifth of the way there. Chairperson Fernandez asked what is the process if the Library has to close. The closure would be announced on the radio and the Library's answering machine also reflects the closure.

b) Department and/or Committees.

Chairperson Fernandez thanked staff for submitting their department reports.

Member Praet asked if it was possible that someone else could pick up the cost for material bags? Director Warwick noted he still is looking into this but currently is concerned with basics services and not fringes. Chairperson Fernandez asked Director Warwick to compile a list of items the Library could use that others could donate (bags, trinket items), list to be given to board.

c) Thank you notices.

American Red Cross

Moved by Vice-Chairperson Moran and supported by Member Vinckier to receive Communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

a) 2004 Budget Revisions.

Director Warwick explained the revisions to 2004 Budget in depth including a lengthy discussion by board members. Also noted staff would be training the public in where the budget was reduced for public training. Member Praet explained how vital the programs are to the Library. Chairperson Fernandez explained in a real world what should be done is the budget be reduced by \$210,000 each year for the Detroit Edison Tax Assessment until it is settled and we're not, were removing it from the reserved fund! Member Vernier explained with the reserves we have we can afford this budget this year, but we'll have to anticipate unless we receive an increase of revenue some place we'll have to anticipate even larger cuts for next year. Chairperson Fernandez noted to Director Warwick he could bring to the board at anytime revisions to the board. Moved by Member Vinckier and supported by Vice-Chairperson Moran to approve the 2004 Budget Revisions. Motion unanimously carried.

b) St. Clair County Integrated Information Technology Department "The Plan".

Director Warwick, Assistant Director Arnett, Member Praet and Member Vernier are scheduled to meet with Commissioner Lee Masters, County Administrator Troy Feltman and County IT Director Brian Breise on January 27th at 1:30 p.m. to discuss integrating the Library with the County IT Department.

c) Discussion on prioritizing Library Goals.

Library Board to review submission of new goals received to see if the goals are reasonable before the February Library Board meeting, at this time these goals will finalized and removed from the agenda.

d) Detroit Edison Company Tax Assessment Appeal Letter.

Director Warwick explained no additional information was received. Item will be on agenda's until the matter is resolved.

VIII. NEW BUSINESS:

a) Fine and Fee revisions.

1. Fine increases

2. Fee increases

Director Warwick explained the Adult fines would be increased to .25 and children's increased to .10 and the rental fee on entertainment videos per title (VHS, DVD or DVS) increased to a \$1.50. Also noted the staff will be reviewing again the whole Circulation policy including the fines/fees in the future. Adult Services Coordinator, Allison Arnold will provide a report on comparison of fines and fees with other libraries. Director Warwick explained the increase was to balance the 2004 budget and also explained that there has not been an increased in over 20 years. Moved by Member Vernier and supported by Vice-Chairperson Moran to approve the increase in fines and fees effective March 1, 2004. Motion unanimously carried.

- b) Approval to purchase PAM equipment (SQL server).
Director Warwick explained the approximate cost for the equipment would be \$15,000 this equipment would solve the intermitting problems with the system their currently experiencing throughout the Library system and would be paid from the \$20,000 where we saved from 2003 and or from the rebate we will receive from USF this year. Moved by Member Praet and supported by Vice-Chairperson Moran to approve the equipment purchase up to \$15,000. Motion unanimously carried.
- c) Board Member Reports.
Member Vinckier – Yale Branch is experiencing furnace problems and their hoping maybe a private donator would be able to help. Asked Director Warwick to attend their Library Board and Friends meetings to discuss the Community Foundation.
Vice-Chairperson Moran – Both branches have been experiencing computer problems, but over all things are going well. Circulation is up in Memphis this month and also their Library Board has a meeting this Thursday at 7:00 p.m., Director Warwick will be attending.
Member Praet – Staff are weeding material at the G. Lynn Campbell Branch. Friends group of G. Lynn Campbell Branch are having a meeting February 2nd at 4:00 p.m. Friends of the Marysville Branch held their 1st annual bake sale and made over \$200. Free tax services available February 2nd through April 12th from 10:00 a.m. to 2:00 p.m. by appointments, for seniors and low income. Computer classes at Marysville are full and always a waiting list. Visited the St. Clair Branch they are very busy and will be having general programs.
Member Vernier – No report.
Chairperson Fernandez – Have been working on the Community Foundation, we might be receiving a donation because of the way staff have treated them in the past, will not announce their name until it's official. Also noted there is an invitation for the Library to have a TV show to either talk about the Community Foundation or programs etc. Director Warwick noted that Community Relations Coordinator Melissa Davis will be handling this and also thinks it should be more talking about services.

NEXT REGULAR MEETING DATE. Tuesday, February 17, 2004 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Vice-Chairperson Moran and supported by Member Vinckier to adjourn meeting. Motion unanimously carried. Adjourned at 8:14 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary