

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, January 22, 2008
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert
Wilcox Meeting Room.

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

ABSENT: None

ALSO PRESENT: Allison Arnold, Peggy Guoin, Anita Jackson, Dale Kittendorf, Kimberley Radatz
and Janet Rose. Others: Jerilyn Brown and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Director Warwick, yes one amendment – add purchase of computer furniture as (d) New
Business.

III. APPROVAL OF AGENDA:

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the Agenda as
amended adding purchase of computer furniture. Motion unanimously carried.

Department Head Report – Allison Arnold – Pam’s Replacement

Assistant Library Director Allison Arnold gave an update on the replacement of PAM’s (Public Access
Management System). The Technology Committee drafted a (10) ten page document comparing other
products included in this comparisons. There were site visits as well as products tested. Two of the six
products reviewed kept coming back to the top for consideration; these were CASSIE and Envision Ware.
Both these products were selected by the Technology committee and then made available for staff to
evaluate. Final recommendation from staff was the CASSIE product. (Envision Ware was clunky and
with CASSIE we are not required to have the chip in library cards - cost saver as well as other benefit
factors). The initial start-up and purchase of license for CASSIE: Integrated Access Control System
\$14,460, additional filtering system \$15,000 and (2) two servers \$10,000 estimated total cost \$39,000.
Final comparison (start up) was 20% the cost of PAM’s and the yearly maintenance is 15% of the start up
cost. If the board agrees with the recommendation tonight this will go to the Board of Commissioners on
February 6th then to the full board on the 13th after this the go live date would be April 21st. Ms. Arnold
also mentioned currently CASSIE is not wireless but they intend to have a wireless solution by mid year.

IV. CITIZENS’ COMMENTS:

No comments.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the December 18,
2007 Regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained there were a few large expenditures, Baker & Taylor (library material) \$25,077.69, Bank One (library material - p-card) \$18,476.11, Brodart (McNaughton Plan) \$54,432. Director Warwick noted there will be invoices from 2007 probably through March including software of \$15,000, first floor items \$15,000, p-cards \$15,000, computers \$14,000, databases \$3,000 other reimbursements of \$13,000, payroll reversals for December 31st \$8,500. Moved by Member Vesper and supported by Member Moran to approve the invoices for December 2007 totaling \$177,327.09. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained we're under in revenue in the following areas, Current Personal Property Tax (under 15%), Penal Fines (under 18%), and Interest on Delinquent Taxes (under 47%). Income for the year was about \$5.5 million and the expenditures were \$4.9 million which left a balance of about \$621,000. We reviewed some of the larger 2007 purchases and came up with at least \$154,000 of invoices yet to be paid. There could be another \$20,000 or more. We estimated our year end balance of \$505,000 and again reserving for the Tax Tribunal is \$259,000 and it leaves a usable fund balance of about \$207,000. Life Insurance, Disability, Workers Comp and Unemployment Insurance we were only charged 50% for the year. Chairperson Larson explained the bottom line is we're anticipating that we will not be taking \$155,000 out of our reserve and may have additional dollars to carry over. Director Warwick also noted we cut a lot of things out of the budget because we were not sure what was going to be happening at year end (branch reimbursements are coming in a lot less than expected). Chairperson Larson stated that hopefully by March we could have some kind of recommendation based on our Long Range Plan of reinstating some of the things that were not initiated (Home Bound services). Moved by Member Vesper and supported by Vice-Chairperson Praet to receive and file financial reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted there were additional items in tonight's packet (newspaper articles, Annual Facilities Use Report and 2008 Budget reflecting Accounting consolidating a few line items). Received an email from Commissioner Pam Wall, she has recommended Karl Merkau to represent downriver. This will be on the February Commissioners agenda. A packet will be sent to him for the February meeting. Also noted the Friends had a good turn out for the notable book award winner, Steven Lehto (local author). Attended a combined meeting with the Detroit Librarian Suburban Round Table and The Library Network (one of the items discussed was the recent proposed legislation by Nancy Robinson). Director Warwick explained the open houses during National Library Week will probably be planned during the System's meeting (inviting all Friends to participate in it). Please remind the municipalities to get their invoices in. Chairperson Larson asked for an update on the front entrance and asked if anything that was structural to keep it safe they will do it at their cost. Director Warwick yes. Also noted they will be taking care of the sidewalk unless we make it wider then we would then probably have to take care of it. Chairperson Larson noted the architect is currently working on some concepts and expects by February would have something to look at. Director Warwick mentioned he and Ron Marsh, Bill Vogan and city staff had a meeting to discuss these issues and also the caulking will be done once it warms up.

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.

VIII. OLD BUSINESS:

- a) No old business

IX. NEW BUSINESS:

- a) Pam's Replacement.

Moved by Member Vesper and supported by Vice-Chairperson Praet not to exceed \$39,000 to purchase CASSIE equipment including software as recommended by staff. Motion unanimously carried. Further discussion on wireless, Chairperson Larson would like to see that CASSIE would be required to have wireless for operational use within (1) one year of start.

- b) Internet Provider Contract.

Director Warwick explained in this year's contract there was a mistake in their calculations. The total amount is \$78,120 and with us paying half \$36,060. We budgeted \$25,000 with a shortage of about \$11,000. Moved by Vice-Chairperson Praet and supported by Member Moran to approve the contract. Motion unanimously carried.

- c) Schedule Board Workshop September 6th.

Director Warwick explained September 6th was picked due to the meeting room availability and it also fits in our scheduling of the budget.

- d) Computer Furniture Purchase.

Director Warwick noted there might be a little more or less furniture and right now IT will be doing the drops unless they run into problems. Then we might have to hire this out. This project is adding twenty two public computers. Moved by Member Moran and supported by Member Vesper to purchase computer furniture at an estimate of \$8,311. Motion unanimously carried.

- e) Board Member Reports.

Member Vesper – Extreme makeover in Yale is progressing. Student Council has offered to move books and will be looking for volunteers to paint in March. Branch Librarian Kaye Ray attended a meeting for special populations at the Rochester Hills Library and will also be putting on a workshop at the Michigan Library Association Conference in the fall.

Vice-Chairperson Praet – Received a call from G. Lynn Campbell Branch Librarian Jane Perukel. She announced her retirement of February 6th but will continue to work until a replacement is found. Township is slowly making repairs to the new expanded area. Friends have provided paint. Their material budget for 2008 was only cut by \$1,000. Marysville Branch Librarian Vickie Hurley is on vacation and also their new Assistant Branch Librarian Cindy Miller will be starting next week. Assistant Branch Librarian Jayme Tarzwell will be hosting the Annual Winter Program “Ladies Looking for Hobbies”. Future programs at Marysville January 28th Scrap booking, February 11th Beading, March 31st Chocolate Molding and April 20th Basic Cake Decoration. Spoke to Branch Librarian Julie Alef at St. Clair. Everything is pretty much ok. The first Thursday for February program will be presented by the Border Control. A new substitute was hired, Kristin Cunningham and also their material budget was cut \$5,000.

Member Moran – Visited the Memphis Branch, they shared their plan for the new computer and at the time of visit every computer was being used.

Chairperson Larson – Long Range Planning thought is was very interesting. The final report we should receive in February and Director Warwick will be giving the presentation on the Plan. The Long Range Plan will be presented to the staff at the In-Service on February 29th. Chairperson Larson asked what the status was on the Library Foundation Steering Committee has anyone been appointed. Director Warwick asked if any board member has anyone in their area who would be interested to please let him know. He'll discuss at the next system meeting. Chairperson Larson asked if there was a reason why Burtchville has a lot of advertisements in the Times Herald and others don't. Director Warwick explained if the

Times Herald has empty space they then pull things to advertise. Also noted the advertisement is placed in order by name such as Burtchville (alpha).

NEXT REGULAR MEETING DATE. Tuesday, February 21, 2008 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned by at 7:48 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary