

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 19, 2005
13016 Bell River Road, Riley Township, Riley Township Hall

PRESENT: BOARD MEMBERS: Arnold Larson arrived 6:57, Lynn Moran, Kathy Nicholl and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Helen Praet

ALSO PRESENT: Administrative Secretary, Kimberley Radatz; Assistant Branch Librarian, Anita Jackson; Assistant Director, Stanley Arnett; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Branch Librarian, Linda Aguinaga; Children's Services Coordinator, Janet Rose; Library Clerk, Susan Bowen; Librarian IA, Mary Jo Koch; Librarian IA, Mary Redigan; Library Assistant I, Faith Wormsbacher; Library Assistant II, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Technical Services Coordinator, Lorraine Datres; Brenda Arnold, Randy Datres, and Gretchen Krug.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:33 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA: Director Warwick asked that the board remove from New Business, Web Page Server.
Moved by Member Nicholl and supported by Vice-Chairperson Moran to approve the amended Agenda. Motion unanimously carried.

III. CITIZENS' COMMENTS:
None

IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Nicholl to approve the June 21, 2005 Regular Meeting Minutes. Motion unanimously carried.
Moved by Vice-Chairperson Moran and supported by Member Nicholl to approve the June 27, 2005 Special Meeting Minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

- a) Approval and Ratification of Bills.
Moved by Member Nicholl and supported by Vice-Chairperson Moran to approve the Regular invoices for June 2005 totaling \$5,226.68 and Millage invoices for June 2005 totaling \$50,818.53. Motion unanimously carried.
Director Warwick noted there was not any invoices over \$10,000.
- b) Acceptance of Financial Report.
Director Warwick explained in detail the summary of revenue 2005 Part I and Part II report. Director Warwick noted that Member Larson wanted to know why we were down in two areas; these areas are Supplies and Capital. Director Warwick explained in the supply area library cards are not ordered yet cost is \$38,700, once these are purchased it won't look as if we are quite as under spent as we do right now. Capital outlay area he explained library material are not yet all purchased and a Sun server \$32,802, PAM's invoices \$31,000 and replacing computers in the amount of \$54,000 are still unspent and once these items are added in we'll have expensed \$406,000.
Moved by Vice-Chairperson Moran and supported by Member Nicholl to accept the financial reports. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick noted he was very pleased with the attendance for the Burtchville picnic, over 220 people showed up to show their support for Burtchville's renovation fund. A meeting date with County Administrator Shaun Gorden and County Commissioners is set for August 10th at 5:00 p.m. Director Warwick noted the board is invited to be there. It was

decided that Director Warwick give a presentation on the Library at this time. Also he has an appointment on Thursday with Times Herald reporter, David Jesse to discuss the penal fines and under spent funds in 2004 FY. He thanked Assistant Director Stanley Arnett for his hard work in processing the Internet rebates (USF). We now are required to get approval from County Administrator before we fill positions. We did get approval to fill the Memphis page, floater position and Children's assistant position. He explained in the audit report it reflects a fund reserve 2.5 million and doesn't expect with what we will receive additional funding from the County for 2006. Also calculated if we take the full amount what we need to balance the 2006 budget our fund reserve will be only \$1,265,664. This doesn't include the tax tribunal of \$110,000 a year.

- b) Department and/or Committees.
- c) Thank you notices:
 - 4H Extension – Learning Train Committee
 - Friends of St. Clair County Public Library
 - Mark Smith

VII. OLD BUSINESS:

- a) Detroit Edison Company Tax Assessment Appeal Letter.
No action.
- b) 2006 Budget.
Director Warwick explained there were two minor changes in the 2006 Budget (removed Burtchville's petty cash \$45.00 and changed object code from Computer equipment to object code Printers for Community Relations printer). Member Nicholl asked if the budget included Burtchville? Director Warwick noted yes this includes 7 months of operating at 14 hours a week. Member Nicholl asked when might the rest of the Burtchville funds be available? Director Warwick noted that any further funding would have to be examined in our 2007 budget. Vice-Chairperson Moran asked when would we be implementing the computers and fiber work? Director Warwick noted probably sooner than May because they plan on opening in July. We will have to be in coordination with them as they do the construction. Member Larson asked with the fund balance changes, will our \$293k deficit remain? Chairperson Vernier noted it would remain rather we end this year with a plus or negative balance. Member Larson noted our short fall would then be picked up by the fund reserve. Director Warwick noted it would be the board's determination on what they would want to do at that time once the County approves the final budget.
Moved by Member Larson and supported by Member Nicholl to approve the 2006 Budget. Motion unanimously carried.
- c) Special Report (Ad hoc committee).
Vice-Chairperson Moran noted she wrote a memo explaining the status of the summary and that it would be ready in two weeks when Member Praet returns and would also mail a copy to board members.
Moved by Member Larson and supported by Member Nicholl to table the Special Report to the August Board meeting. Motion unanimously carried.
- d) Library Director's Evaluation.
Vice-Chairperson Moran noted this wouldn't be completed until they receive all evaluations and this won't be fourth coming until we finish the summary report. This will be finished when Member Praet returns. Member Larson noted he would have his Director's evaluation within five days of receiving the summary.
Moved by Member Nicholl and supported by Vice-Chairperson Moran to table Library Director's Evaluation to the August Board meeting. Motion unanimously carried.
- e) Director's Contract.
Member Larson noted the director's contract does not have to be approved before September and pending the evaluation. The board will discuss the director's contract (extension, three year renewal etc.) but thinks the summary has to be part of the evaluation. Vice-Chairperson Moran noted the evaluations would be done in August and any information gathering should be done by the next meeting then they can discuss the contract. Member Larson also noted he didn't think in the past the board had an opportunity to sit down together to discuss the director's evaluation with the director and to develop an action plan for the following year and to him an evaluation is some what based upon performance plans (what the director plans to do in the next year to enhance the operations of the library etc.). Also hopes this time they will have time to sit down and review and talk about any issues they might have concerns with or things they might like to see implemented over the next year and that would be the

basis for his next year evaluations. Set goals! Chairperson Vernier noted the Director Contract/Evaluation would be placed on the next month board meeting agenda and at that time the director will decide if the meeting will be an open or closed meeting. Director Warwick asked board members if they had specific items they wish to be included in a set of goals or are they going to give him suggestions of what to include in a set of goals? Member Larson noted he assumed after completing the evaluations the board would select a committee of two and would then meet with the director and look at expectation of the coming year and to develop those goals and objectives with you. Director Warwick noted a few goals he would look at would be district library, staff evaluation, Burtchville Township renovation and financial future. Chairperson Vernier, we need to decide on different goals. Member Larson noted he thinks as a part of the director's contract there should be an annual report to the board from the director regarding the status of the library and future direction; this would be a good stimulus for some discussion. This annual report would identify issues that the director and his staff need to work on (action plan – on going living document).

VIII. NEW BUSINESS:

a) Burtchville Township Resolution.

Director Warwick read the Resolution from Burtchville Township Board of Trustees regarding Burtchville Township Library.

b) Server approval (Horizon).

Director Warwick suggested purchasing the Dynix/Sirsi (maintenance would be the same). Moved by Member Larson and supported by Vice-Chairperson Moran to purchase the Dynix/Sirsi server. Motion unanimously carried.

c) Board Member Reports.

Member Larson – Apologized for being late and noted he hasn't had an opportunity to visit any libraries. Also noted he appreciated Director's Warwick article in his response to the editors regarding a misinterpretation, he did a nice job in clarifying the issue and that the reader understands what the issue is. Noted the main thing is these fee charges are not supporting the library but our goal is to get our material back. Appreciated the staff for putting up with the uncomfortableness regarding the heat and sure it affects the patron and that we are doing the best we can with what we have.

Member Nicholl – Yale seems pretty happy with the headway they've been making with the IT department, quick resolution with things and things seem to be going a lot more smoothly when problems do pop up. Community is commenting on the limited number of programs that are available. It's been the community support through businesses not being able to subsidize some of their summer programs, which has been unfortunate, but there also has been a lot of community understanding regarding this.

Vice-Chairperson Moran – Didn't get a chance to visit libraries. Branch Librarian Linda Aguinaga was available at meeting and mentioned its going to take a while for IT staff to know what they are doing with us, most recent issue was calling and not able to leave a message (no option to leave a message), still little things arising.

Chairperson Vernier – Thanked everyone for coming to tonight's meeting.

NEXT REGULAR MEETING DATE. Tuesday, August 16, 2005 at 6:30 p.m., located at the Marysville Public Library, 1175 Delaware Boulevard, Marysville.

IX. ADJOURNMENT: Meeting adjourned at 7:28 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary