

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 17, 2007
1175 Delaware Avenue, Marysville, Marysville Public Library

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

ABSENT: Member Moran

ALSO PRESENT: Allison Arnold, Peggy Guoin, Vickie Hurley, Kimberley Radatz and Janet Rose.
Others: Rowan Arnold, Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:30 p.m.

The Pledge of Allegiance was said

II. APPROVAL OF AGENDA:

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Agenda as received. Motion unanimously carried.

Department Head Report – Vickie Hurley – Marysville Branch Manager

Branch Librarian Vickie Hurley welcomed the board. She brought their attention to the newly installed carpet, which took a lot of coordinating! She acknowledged her circulation went down in June by 10% thinking it might be due to the installation of the carpet. Year to date the branch is up by 6% ahead of last year and 25 materials behind St. Clair year to date. Attendance for the last lap sit program was 44. Summer Reading Club is going really well. There are 249 kids signed up for this year with a lot of teens and adults participating. Announced their new Assistant Branch Librarian Tammy Williamson (staff was great covering during this vacancy). Susan Mason is a new Library board member and a member of their Friends group. City of Marysville purchased new office chairs and also purchasing mats for the public computers. Next program coming up is Strawberry Shortcake and Sponge Bob in August also computer classes.

III. CITIZENS' COMMENTS:

None

IV. APPROVAL OF MINUTES:

Moved by Member Vernier and supported by Member Vesper to approve June 27, 2007 Regular meeting minutes. Motion unanimously carried.

Vice-Chairperson Praet asked if everyone was going to be contacted for the combined Friends meeting on September 22nd 8:30 – 12:00 at the Main Library. Director Warwick noted posters are at each branch and also word of mouth through the presidents.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained invoices over \$10,000, Baker & Taylor for \$23,872.38 (library material) and Quality Books for \$11,105.20 (library material) he stated most of the invoices are pretty regular. We are also starting to see invoices for the reimbursement program. Vice-Chairperson Praet asked if any other branch would like to belong to their local Chamber of Commerce can they? Director Warwick replied yes.

Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the invoices for June 2007 totaling \$80,552.50. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick reviewed the Income Statement; one item on the statement that hasn't been changed for some time was the Interest revenue (Object Code 4882) due to not having a full trend yet. This item has been increased. Penal fines are a big disappointment. Reviewing the expenditures, salaries were at 45% for the year. If we continue at this rate there would be a savings about \$30,000 but we are filling a few positions that we have not filled at this point. Office Supplies already explained (library cards). Services and Other, we are down but recently signed an invoice for \$43,000 (Horizon licenses). Regarding training and other areas we are going to try and have some savings because we do know it is going to be a tight year, this year. Capital Outlay, the big item in this area will be the \$100,000 for the replacement of public computers and again the technology committee is examining a new method on replacing some of the computers instead of having all PC's we would put in some thin clients which will be additional savings. We are under in this area and will be purposely under spent. He acknowledged in reports he has presented in the last couple of months, of what we are looking to save so we won't go into a large deficit (example of savings, wishlist \$50,000 and the wireless \$19,000). Currently we are at 40% expended at 50% of the year. Director Warwick noted he is hoping that we come in without a deficit maybe or a small increase, we will have to see! Vice-Chairperson Praet asked with the taxes paid by Businesses that was just passed with the single business tax is this going to affect the way we collect revenue. Chairperson Larson replied no. This is taxes paid directly to the State, like income tax. Member Vernier also noted it would affect us if they collect tax money but send some back, but that would not be anything that ourselves would collect.

Moved by Member Vernier and supported by Member Vesper to receive and file Financial Reports as presented. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted the Human Services Committee moved to forward to their regular board meeting a recommendation to re-appoint Member Lynn Moran to the Library Board. Also in their packet there is a communication from Branch Librarian Jane Perukel at G. Lynn Campbell Branch. It seems like Tom Portis is going to be giving the Library the entire building. He noted they now need to try and get the committee together. Director Warwick really wants them to make sure they understand what the Townships responsibilities are going to be.

A post card will be going out for the October 25th Endowment Fund raiser (currently being printed), please try and attend. He met with Randy Maiers to get advice on getting a sponsor for this event. He was helpful with the individual and the amount to ask for. Also thanked him for the grant for Burtchville and told him how great the branch was doing. Mr. Maiers asked that he sends him a report to keep his board informed on projects they supported. They also discussed G. Lynn Campbell that it may need some support for the future. Director Warwick also approached him on the possibility of a matching grant to do the wireless. Referring to the Facility Use Report; the following are all up, card holders, reference usage, number of attendees for programs, computer use, web site activities, catalog searches, electronic subscription, Inter library loan totals and also inter loan between our branches. Circulation is up almost by 7%. We are doing rather spectacular. Director Warwick noted usually libraries do the best in hard economic times referring to the increase in usage and also due to staff and the good services which is being provided by them. Director Warwick met this week with the Friends. They have their first budget ever! Their board will be reviewing the proposed budget he helped prepare.

Steering committee, we have three (3) members; Ann Maas has one (1) person to recommend; Pamela Wall and Frank Moore have both agreed to be on the steering committee. Randy Maiers will be attending the first meeting to guide them and noted Randy strongly felt they need to have a financial lawyer trust officer type on this steering committee to get this going. Plans are to start meeting in September. Patron Code has been taken over to Gary Fletcher. The Mott exhibit is here and will be opening July 20th. We are also planning our first fire drill and will be scheduling a surprise one also. Director Warwick noted he thinks staff has looked into a chair with handles for carrying others down the stairs as needed. Member Vernier explained we don't need a special chair, only a chair with legs and a strong back (no folding chairs). Director Warwick, there are good chairs located on the 1st floor we can use one for the basement and one for the second floor. Chairperson Larson asked are we going to do the same thing in the branches. Director Warwick noted we will look at that after we get the Main Library done. Director Warwick asked the board if they would like to discuss the audit at the next meeting. Chairperson Larson asked Director Warwick to place the audit on next month's agenda and highlight the issues that we need to talk about compared to our closing of the year expense verses the audit and how it may or may not affect this year's budget.

b) Department and or Committees.

Chairperson Larson thanked the staff for their reports, very well done!

c) Other.

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

VII. OLD BUSINESS:

a) Library Director Evaluation.

Chairperson Larson, please send evaluations to him by next week.

b) LRP (Long Range Plan)

Chairperson Larson explained they received one (1) proposal from The Extra Edge. He also noted she was very thorough in the proposal and feels what she has proposed will fit within our needs for the next five, six or seven years. Director Warwick gave his recommendation of the proposal.

Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the bid by The Extra Edge, Charlaine Ezell for RFP #LB-0607-136 in the amount of \$23,550. Motion unanimously carried.

Chairperson Larson noted Director Warwick would like to change the meeting dates effective next year; this would be discussed at a later date.

VIII. NEW BUSINESS:

a) Board Member Reports.

Member Vesper – Branch Librarian Kaye Ray at Yale has been extremely busy and the Yale Library Board are working towards getting the roof replaced (working with the City). Trim has been painted. An exciting program coming up is their third annual Art Fair. The artist is Jane White (all kinds of art work will be displayed). This is during the Bologna Fest July 27th and the 28th. Summer Reading program is going great, so far logged for kid 402 hours of reading and for teens 52,900 pages and adults have read 246 books. Chairperson Larson noted he noticed in all the libraries from branch managers reports the children's involvement has really increased particular juveniles.

Member Vernier – Summer Reading programs at both Marine City and Ira are going fantastic. Also asked Director Warwick if he has checked on the front steps at the Ira Branch, the steps are very bad. Branch Coordinator Peggy Guoin will check on this. Everything is going real well! Very happy.

Vice-Chairperson Praet – Spoke with Branch Librarian Jane Perukel at G. Lynn Campbell she shared they did get preliminary approval of having this extra room for their library. They are going very slowly about it waiting for the final approval. They are very excited about this. First thing she would like to do is get new carpet. Vice-Chairperson Praet suggested to Jane maybe the Friend groups would all get together and help them out in some way. Director Warwick noted he thinks the first stage is planning and getting all the expenses together. We need to look at a budget and sit down with the Township and their Friends group. We need to look at a staging process maybe so that this can be done over a succession of years. Jane noted their Friends group is really small compared to what it use to be. Currently ten (10) Friends are in their group. Director Warwick noted he doesn't think they can expect help from other Friends groups they are focusing on their own libraries. Previously they had no focus. Now they have a reason, and purpose and a focus. With a new focus there is a potential to grow as Burtchville did.

Chairperson Larson – Very pleased with the communication and marketing that the library staff is doing. We are also having a float this year for tomorrow night's parade. Also acknowledged he thinks things are going very well!

NEXT REGULAR MEETING DATE. Tuesday, August 21, 2007 at 6:30 p.m., located at the Yale Public Library, 2 Jones Street, Yale.

IX. ADJOURNMENT: Moved by Member Vernier, meeting adjourned at 7:25 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary