

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 22, 2008
310 S. Second Street, St. Clair Public Library, City of St. Clair.

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

ABSENT: None.

ALSO PRESENT: Staff: Julie Alef, Allison Arnold, Peggy Guoin, Anita Jackson, Lois Kaufman, Dale Kittendorf, Kimberley Radatz and Janet Rose. OTHER: Jerilyn Brown and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:37 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Member Soelter requested to amend the agenda to include discussion on Algonac-Clay Branch.

III. APPROVAL OF AGENDA:

Moved by Member Vesper and supported by Member Soelter to approve the agenda with the addition of discussion on Algonac-Clay Branch. Motion unanimously carried.

Department Head Report – Julie Alef – St. Clair Branch Manager

Branch Manager Julie Alef explained they are in the middle of a sesquicentennial celebration. Friend members sponsored an Ice Cream Social during the celebration and sponsored a float. Boat races and carnival is this weekend. Circulation is flat, down 1% from last year. The low circulation numbers really can't be explained (but some of their large families have/are moving). Chairperson Larson thanked Julie for their hospitality.

IV. CITIZENS' COMMENTS:

None.

V. APPROVAL OF MINUTES:

Moved by Member Soelter and supported by Member Moran to approve the June 24, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for June totaling \$166,091.63 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted penal fines are down, salaried are at 45.5%, service is also under and capital outlay we are in the process of replacing staff computers, wireless and also purchasing a microfilm reader. Chairperson Larson asked if the board approved the capital outlay items to be spent why it is taking so long. Director Warwick noted Technology Committee is working on it. Assistant Library Director Allison Arnold explained the Technology Committee is prioritizing these items along with CASSIE.

Regarding staff computers we have the quote and we are working with IT Department's schedule. Also noted the Technology Committee's goal is to have all items purchased and installed by year end. Chairperson Larson asked on a quarterly basis to provide a report on technology purchases with dates. (If we purchase all the items we can see if we have extra funds for other purchases. Next year the budget is going to be tighter and revenue might not be the same Director Warwick explained.

Moved by Member Moran and supported by Vice-Chairperson Praet to receive and file June 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted in the packet there are additional items: News clippings of book clubs we have at our branches. Attending the last Commissioners meeting, we can not fill any positions but doesn't feel this will hurt us considerably. He had a long talk with Wally Evans and Director Warwick feels he will help. We can fill Page positions. Board of Commissioners approved a database renewal after discussion. Also currently working with administration on the Law Library. Request for the full day closure for Staff Development Day will be discussed at next week Commissioners meeting. Yesterday Director Warwick was the presenter for the book talk at St. Clair "*Loving Frank*" *Nancy Horan*. We were called late Saturday saying the Algonac-Clay Branch had to be closed due to structural problems. Staff did a marvelous job in making arrangements on material pick up and programs arrangements. On Monday Peggy Guoin, Allison Arnold and Jim met with Human Resources to work with the staff regarding the temporary closing which was determined as an act of god. As it stands insulation was being removed and hope by Thursday will be able to make an assessment of the problem. Algonac City Manager Chris Wilson has been in contact and gave an update on what's going on. The manufacturer has been contacted. If the determination is made to repair, it could be a month but if it's decided that the trusses needs replacing it could be considerably longer. Material is being returned to the Main Branch and checked in by Algonac staff. Circulation has been changed where no holds can be placed on material at Algonac. No entrance is being allowed into the facility. Algonac-Clay staff is being allotted their hours.

Member Soelter explained she was very upset that she was not notified as she represents Algonac! There is a problem here with a situation. There was never a meeting to get together. Why didn't we get together on Saturday with the people who were involved and come up with a plan? She also noted she was at Marine City and the phones were ringing off the hook. People are confused. Director Warwick mentioned Branch Manager Lois Kaufman was already notified if she needed help to let us know. Member Soelter noted there was a break down in communication and it was handled very poorly. Would like to see Branch Managers Kathy Lisco, Lois Kaufman and Gary Kupper involved because they're the ones that are handling the problem. Branch Coordinator Peggy Guoin noted they did it (meeting) but not as a whole group but did it as we could. Chairperson Larson noted to Member Soelter that her point was well taken. Also noted the parties need to meet later part of this week, no later than Friday. What are we going to do in the next three or four weeks. Director Warwick noted he notified County Administrator Shaun Groden and apologized for not contacting Member Soelter.

Chairperson Larson asked if he received any feed back from Ron Marsh regarding building repair. Director Warwick not as of late last week, Ron wanted to talk to Bill Vogan (Ron found out the dislocation was greater than what he thought). His thoughts now of the front of the building are that it needs to come down. Chairperson Larson asked for the board from Director Warwick to provide a summary of events (highlight the

issues and where were going regarding Algonac-Clay). Director Warwick also noted the 4H Fair was on and there were many kids waiting to participate in our scavenger hunt. Acknowledged Peggy Guoin and her husband John for making the scavenger hunt sign holders. Peggy also acknowledged that the branches also played a part in hosting programs. Director Warwick noted we are trying to get more copies of the 07 audit. Chairperson Larson noted he would provide pages of the audit and will advise Director Warwick if he needs to provide an audit report.

b) Department and or Committee. Director Warwick also noted he has a doctor appointment tomorrow, maybe a knee replacement meaning six weeks off. Vice-Chairperson Praet asked how CASSIE was doing (scheduling). Adult Services Coordinator Dale Kittendorf explained a meeting is set up for Friday morning with IT to iron out problems with CASSIE (scheduling).

c) Other.

Moved by Member Vesper and supported by Member Soelter to receive and file June 2008 communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Library Director's Evaluation.

Chairperson Larson reminded that the Director's evaluation needs to be turned in and at the next meeting he'll have a summary. Also noted Director Warwick will not be at the August meeting and so we will delay the evaluation to the September meeting. Also noted we elect new officers at the September meeting and he does not plan to seek office and hopes one of the four would be willing to do that.

b) Long Range Plan.

Chairperson Larson noted he had an opportunity to speak with Dale, Allison, Peggy and Jim about what a Plan is suppose to do. "A Plan is what we plan on doing in the future". Make it clean, make it simple, make it understandable! Director Warwick thanked Peggy Guoin for the Vision – Mission – Values statement, this was her drafting. Director Warwick stated this is a vision this is what we would want our system to look like it's not necessarily where we are right now. Director Warwick continued on explaining each goal and objective in detail of the Plan. Director Warwick thanked Chairperson Larson he put a lot of time into the Plan.

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Long Range Plan 2009-2012 as presented. Motion unanimously carried. Chairperson Larson complimented staff, job well done.

IX. NEW BUSINESS:

a) Board Workshop – September 13th Agenda

Agenda was reviewed. 2009 Budget will be provided to board members prior to August Board meeting. Director Warwick explained the Circulation Policy would be forwarded to Corporation Counsel for review. A draft to be sent to board members prior to August Board meeting.

b) Board Member Reports.

Vice-Chairperson Praet – Visited G. Lynn Campbell Branch and spoke to Branch Manager Anita Jackson. Walls are painted bright yellow and shelf ends were done by a local carpenter. Very nice! Electric will be done by next week and drops being done by IT. Staff is doing a great job, numbers are up. They had 90 kids during the first two days of Summer Reading program. August 9th 9 – 2 will be having a bake sale. Spoke with Assistant Branch Librarian Jayme Tarzwell at Marysville, they have been so busy and their trying to promote the library.

Member Soelter – Spoke to Branch Manager Gary Kupper he said Assistant Branch Librarian Kimberly Bates was very helpful when they got extremely busy (Algonac-Clay). Also asked if there was a process of where the newspaper (reporter) could come out and do a report on Algonac-Clay Branch to let the people know. Branch Coordinator Peggy Guoin noted this has already been done by our Community Relations Department. PSA's have also been sent out.

Member Vesper – Renovation in Yale is looking really great. They're waiting on their electrical for the automatic door. They received new carpet in August and are still looking for funding for a new circulation desk and more lighting. Summer Program is going great they have 70 teens, 203 younger kids. They also have a new tree that was donated by the Norris family in memory of her husband's uncle.

Member Moran – At Capac renovations are being done they are getting new carpet and paint. Things are very positive there. At Memphis Branch Manager Lori Herrington is on vacation, no report.

Chairperson Larson – At Burtchville on August 2nd they are holding there annual pig roast "Hog Wild" this has always been an extremely successful fund raiser. Main Branch is looking different, going well!

NEXT REGULAR MEETING DATE: Tuesday, August 26, 2008 at 6:30 p.m., located at the G. Lynn Campbell Branch, 1955 N. Allen Road, Kimball Township.

X. ADJOURNMENT: Meeting adjourned at 7:56 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

Arnold H. Larson, Chairperson

Allison S. Arnold, Assistant Director