

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 28, 2009
2 Jones Street, Yale, Yale Public Library

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

ABSENT: Lynn Moran.

ALSO PRESENT: Staff: Allison Arnold, Dale Kittendorf, Kimberley Radatz, Kaye Ray, Janet Rose and Faith Wormsbacher. OTHER: 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:

III. APPROVAL OF AGENDA:

Moved by Member Soelter and supported by Member Vesper to approve the agenda as received. Motion unanimously carried.

Department Head Report – Kaye Ray – Yale Branch Manager.

Branch Manager Kaye welcomed the library board and gave a brief description of the library's makeover (installed carpet, entire interior of Library was painted, automatic doors installed, window treatment, re-covered bench and completely remodeled bathrooms, slat wall and extra lighting installed). This project was a community effort including grants from both the Community Foundation of St. Clair County and Four County; the entire project was about \$40,000. Also acknowledged the volunteers who painted the library in such a short time.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve June 30, 2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve invoices for June 2009 totaling \$107,738.60 as received. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted revenue is under a little less than \$300,000 and we received all State Aid totaling \$148,850.75. Expenditures: 6% under in personnel. Chairperson Larson noted all items are under in expenses except supplies and Cost Appropriation has not been expended.

Moved by Member Vesper and supported by Member Soelter to receive and file June 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted circulation for the first six months (January – June 2009) has an increase of 7% and for the month of June an increase of 13% and if we continue at the same rate we should have a circulation of over 950,000, very pleased. Card holders are up by a 3% gain (important sign).

Assistant Library Director Allison Arnold distributed copies and gave a report on computer classes (7 charts and evaluation form comments). In general the Word Processing class seems to be the biggest and basic class being held. Also noted we could add more classes.

Chairperson Larson noted we received nine (9) RFP's (request for proposals) for the Main Library. Director Warwick and Chairperson Larson spoke and agreed that he (Chairperson Larson) be the representative for the Board and that Director Warwick and Assistant Library Director Arnold review and make a final recommendation to the full board regarding the RFP's. Also acknowledged the Maintenance Department regarding the improvements to the entrance way, added sidewalks and is much safer. Ron Marsh has been very proactive! Vice-Chairperson Praet asked about the overhang. Chairperson Larson explained the County has decided not to change this because it was felt that it was not as dangerous as originally thought.

- b) Department and or Committee.
- c) Other.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file June 2009 Communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

IX. NEW BUSINESS:

- a) Lynn Moran resignation letter.

Chairperson Larson noted Lynn Moran has not submitted a letter so we will acknowledge that she has resigned without a written report, giving this Lynn's position will be filled. Kathleen Wheelihan has submitted a letter of interest and it has been shared with the Board of Commissioners, we think Kathleen will be on the August Board of Commissioners agenda for approval and if so Kathleen will be a member of the board effective at the August meeting to be held at the Burtchville Branch. Look forward to seeing you on the board!

Moved by Vice-Chairperson Praet and supported by Member Soelter to acknowledge Lynn Moran's resignation. Motion unanimously carried.

- b) Library Director Evaluation.

Chairperson Larson noted evaluations have been sent to board members requesting that they submit their completed evaluation to his attention by August 12th. Chairperson Larson noted he'll send a composite to everyone before the August meeting and at that time we will review in an open meeting unless Director Warwick requests a closed session.

- c) 2010 Budget – approval.

Chairperson Larson explained there were two adjustments made to the proposed 2010. Moved by Member Vesper and supported by Member Soelter to accept the Budget as presented. Motion unanimously carried.

Director Warwick noted if there are any changes that are presented to us by the County those would be added in before this budget is implemented in 2010. Chairperson Larson complimented Jim and staff.

- d) Program Policy.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file the Program Policy with no changes. Motion unanimously carried.

- e) Review Display of informational Bulletins, Brochures and Poster Policy.

Moved by Member Vesper and Supported by Member Soelter to approve the Policy for discussion. Vice-Chairperson Praet asked to change the word librarian to branch manager. Director Warwick explained at Main it would not all be branch managers. Chairperson Larson recommended using library staff.

Moved by Vice-Chairperson Praet and supported by Member Soelter to table the Display of Informational Bulletins, Brochures and Poster Policy to the next month meeting. Motion unanimously carried.

f) Board Member Reports.

Chairperson Larson – Noted at the next board meeting this would be his last meeting as a member of the board however requested to extend for as additional five (5) years. Also noted hopefully Kathleen Wheelihan would also be on the board at this time. At the September meeting we'll be having election of officers and will also schedule meeting dates and locations for next year's meetings. Things are moving along well.

Vice-Chairperson Praet – Visited St. Clair and their addition has been delayed because the bids are too high. They only have a certain amount of funds to do the work. Computers were all busy. Also visited G. Lynn Campbell, Branch Manager Anita Jackson attended the Township meeting and their air conditioner request was approved. Summer Reading Program going wonderful (nice gifts). Spoke to both Assistant Branch Librarian's Veronica Ruck and Lisa Regulinski, everything is going very well. Staff set up a display in front of the circulation desk of new material that's coming out. She met with Branch Manager Mike Mercatante at Marysville. The Summer Reading Program is going very well and their Summer Reading party is August 15th, at their party they will be having hotdogs instead of pizza this year. They had a cheerleading clinic this past week which went very well. August 4th they are hosting a local artist review; this will be located outside of the library. A blood drive will be held September 21st. There are a lot of new programs at Marysville!

Member Soelter – In Marine City the TIPA's president had to move so this leaves a vacancy on the TIPA Board. Mayor Bob Lepley approached Member Soelter of maybe being on the TIPA Board. She noted that the police department has cost twice the amount of what they expected due to mistakes, checking out the property before, and they are really holding on to the money due to this. Mr. Lepley said he's not saying the library won't be built, the addition will be, however they are really hording the money. She was not certain if her being on the board would be a conflict of interest. Mr. Lepley also asked her for information regarding Marine City having a large number of program attendee's. He's writing a letter of support. Visited Algonac-Clay and Assistant Branch Librarian Sue Kulman is taking a day off without pay on August 5th and will be attending a support rally in Lansing for Library of Michigan "Arm's around the Library of Michigan". Meeting location is Kroger's parking lot at 6:30 a.m. Director Warwick explained that different departments of the Library of Michigan would be going to different agencies which have no idea of what these departments do. There is also great concern that we might be losing our MEL databases (approximate 40-50K a year). Director Warwick noted we need to tell as many people as we can (write your representative) that we don't approve of this. Ms. Kulman needs to contact Community Relations Coordinator Melissa Davis regarding this event. Member Soelter asked who purchases the locking DVD cases. Director Warwick explained the original order was placed as a budgeted item and now the Friends supplemented these cases as needed (these are quite expensive). The Ira Branch had a book sale and their Friend's members are increasing. Director Warwick noted how the carpet makes it look nicer and is now working on getting lighting for the branch.

Member Vesper – Things are going well in Yale, their local festival was this weekend. Their Friends sponsored a cake walk, book sale and an art display. Things are coming together well! Chairperson Larson thanked the Yale Branch staff for their hospitality and noted we would be reviewing the 2008 audit at the next meeting.

NEXT REGULAR MEETING DATE: Tuesday, August 25, 2009 at 6:30 p.m., located at the Burtchville Branch, 7037 Second Street, Lakeport.

X. ADJOURNMENT: Meeting adjourned at 7:28 p.m. by Member Vesper.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary