

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 22, 2004
300 S. Parker Street, Marine City, Marine City Public Library

PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lori Vinckier and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Lynn Moran

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Branch Librarian, Lois Kaufman; Branch Librarian, Gary Kupper; Library Assistant I, Kathleen Wheelihan; County Administrator, Troy Feltman; County Commissioner, Pamela Wall; County IT Director, Brain Breise, Trish Arnett, Gretchen Krug, Kate Muehleisen, Adele Klaassen, Mary Patrick and Angela Rochon.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:30 p.m. All members present except Vice-Chairperson Moran. Thanked Branch Librarian Lois Kaufman for their hospitality at Marine City.

II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Praet to accept the Agenda as amended to move St. Clair County Integrated Information Technology Department “the Plan” up after Approval of the May 18, 2004 Regular meeting minutes and added request to fill page position at Yale Branch. Motion unanimously carried.

III. CITIZENS’ COMMENTS:
None

Director Warwick complimented it was good to see so many people and if anyone has comments their welcome to speak.

IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Member Vernier to accept the May 18, 2004 Regular meeting minutes as presented. Motion unanimously carried.

Chairperson Fernandez asked Director Warwick to comment on information he has received regarding the Detroit Edison appeal.

Director Warwick heard officially that the DTE appeal has been dropped from \$700,000,000 to \$200,000,000, the affect on the Library budget is from \$215,000 to \$80,000. Also received information from the current audit, instead of a \$445,000 - \$645,000 payment we are down to \$183,000 payment so this has improved considerably. This almost has us a balance budget for 2005 in our very preliminary work. County Administrator Troy Feltman explained that the County along with the Intermediate School District and St. Clair County Community College entered into a agreement to defend themselves against what they considered miss guided attempt by Detroit Edison to challenge the assessment of property but also to challenge the methodology of the assessment of this kind of property. These three have band together with the local jurisdiction (China Township and East China) to discuss what they are going to do to answer this challenge. The County has engaged a law firm that has a great deal of experience in this issue, Electrical Generation Power Plant evaluation along with Corporate Counsel to come in and do or own assessment of evaluation of the assets which Detroit Edison claim issue with. Also stated at no time did he feel positive about the out come of this case as what he does now. They are close enough they probably could sit down with Detroit Edison and work on this outside of court. He would hate to advise the Library to diminish services from significant impact of this case but the Library will have to find their own equal liberal point in terms of risk and terms of what to set aside compared to what realistically might happen. His counsel to the Board of Commissioner is

they certainly going to take a much more liberal perspective on setting money aside for this case rather than directly impacting services. Chairperson Fernandez noted the Library does have funds set a side, but it really wasn't for that but the good news is the Library does have funds available if not any current loss would have to be taken out of the current budget or future budgets which would result in cuts.

St. Clair County Integrated Information Technology Department "The Plan"

Chairperson Fernandez explained "The Plan" has been discussed for the last six-seven months regarding this issue with certain board members meeting twice with Troy Feltman and Brian Breise who's in attendance here tonight. Thanked everyone for attending tonight's meeting including County Commissioner Pamela Wall. Chairperson Fernandez summarized the meetings, noting the 1st meeting with Member Praet and Member Vernier, the Library was instructed to write their own agreement include in what you want and don't want, make sure there's out clauses if performance levels are not met. The Library Board directed Director Warwick to pursue this, since then they are on the second or third draft/revision of these documents. Member Praet and Vice-Chairperson Moran have also met and changes have been made to this document as noted in red. After discussion on this issue, Chairperson Fernandez is looking for a vote on the document and to remove it from old business. Director Warwick explained basically there were some numbering changes that needed to take place, some word changing in terms of compensation to meet that we are not going to be billed monthly because we are not going to be billed for this, the transition was changed from 2004 to 2005 to be the agreement in 2004 to take place in 2005 and the wording regarding non-performance penalties. Member Praet noted they're looking forward to see what happens, but is sure there will be some problems but things will work out. Chairperson Fernandez asked IT Director Brian Breise if the Library is not happy with their level of service (satisfactory) from his perspective is this reflected in the agreement that the Library has a way out? Brian Breise "yes" there is specific language to secure the rights of future boards. Chairperson Fernandez asked Director Warwick if he feels comfortable with this agreement? Director Warwick "yes". Member Vernier read the proposed contract over and by its nature stated it was a loose contract. It looks like they're going to need to work together to make things work as effectively as they wanted to and thinks this contract they will be able to do that. Moved by Member Vernier and supported by Member Vinckier to enter into an IT agreement between the St. Clair County Library Board and St. Clair County for IT services. Motion unanimously carried. Chairperson Fernandez noted within the last two years he believes that the board has tried to communicate better then it was done before. An example of this is the Library and County entered into a Memo of Understanding. Also noted he hopes that the communications continues both ways especially with the Millage coming up and possible District status we need the support of County Administration, Library Administration, Library staff but two biggest piece of the puzzle is County Administration, County Board of Commissioners and Library Board. County Administrator Troy Feltman noted it has been a long wandering trail to get to this point and choices have to be made and also noted he looks at agreements such as tonight as a recognition of the fact that were all one family and it adds such and we can work together, cooperate, collaborate and not violate any statutory authority and looks at the Library as part of the family and also looks at this agreement as a means by which we can bridge some of the difficulties we faced in the past. The contract is drafted in a manner in which the Library has nothing to lose; the Library can terminate the agreement if they don't meet the Library's expectations. Thanked Director Warwick personally for his involvement in making this happen, and noted they will do everything they can to meet those expectations. Member Praet noted she was very hesitate in drafting an agreement being what has happened in the past, also noted the meetings she has gone to she expressed how she felt and her concerns regarding the staff and also noted she would come back to the board to cancel the agreement if they don't live up to what they said.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Chairperson Fernandez asked about the cost of the newsletter and was wondering if there could be a collaborative effort between the Library and Parks and Recreations newsletter, it would save postage and printing etc.? Member Praet noted this is an important piece of information for the public and also people who uses the Library is totally different and also never hears comments about the Parks and Recreation newsletter as we do for the Library newsletter. Chairperson Fernandez noted he would never dismiss the newsletter

but if it came down to a person's position it should be something to discuss. Member Vernier noted the Library is the business of information and it's their job to inform the public. Director Warwick also stated the newsletter is really the only advertisement they have but is possible for it to happen. Moved by Member Vernier and supported by Member Praet to accept the Regular invoices for June 2004 totaling \$12,605.27 and Millage invoices for June 2004 totaling \$47,456.62. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick noted the regular income is down a little bit but the current property tax is up but is concerned about fees, fines and rental. For expenditures we are at 42% through the year and we are only 32% spent in the Millage and 27% in the Regular, part of the budget doesn't include the items in personnel that the County deducts at one time which is about 4%. The Library is well under spent currently. Member Vernier noted with this type of budget, amount of staff and the type of things we do here we are in good shape. Moved by Member Vernier and supported by Member Vinckier to accept the financial report. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted the Library has received the Reed Grant and is working on figures for the board also noted it is not a matching grant. This grant is being looked to replace the switches at branches; this would cost the Library an additional \$18,000. Assistant Library Director Stanley Arnett noted their commitment is to provide Internet services and this will help pay for this. Member Praet thanked Stanley Arnett for all his work he has done with grants. There will be a Friends meeting at the St. Clair Branch this Friday at 1:00 p.m., we are starting to form a core of people who are working very hard towards helping us in getting an endowment fund. Presented a preliminary budget for 2005 any questions please call him. Regarding the periodical bankruptcy, the firm is trying to change the amount from \$26,000 to \$17,000 because they said we received rebates and extensions, our attorneys are still in for the full amount of \$26,000. Tomorrow night will be holding their 4th Wednesday book discussion group located at the Main Library at 7:00 p.m.

b) Department and/or Committees.

Chairperson Fernandez acknowledged the employees of the Library and Friends Groups for the success of the Library. Thanked the Chapter of the National Honor Society at the Algonac High School for donating \$500.00 and thanked the Vinckier family and Councilwoman Diane for their contribution in helping to get a furnace for the Yale branch. Director Warwick noted the Community Foundation called today notifying us that the solicitation envelopes are ready and would be paid for by the Friends of the Library. Thank you Friends. Member Praet noted she appreciated everyone's reports. Director Warwick explained he received an updated version of the Building study and will be reviewing tomorrow.

c) Thank you notices:

Mary Patterson – Safe Horizons

Nancy T – Belle Meade

S.T.A.R. -- Patron

Moved by Member Praet and supported by Member Vinckier to receive communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

a) None

VIII. NEW BUSINESS:

- a) Submission of By-Laws to Corporate Counsel for review and re-adopt at the Annual meeting in September.
Director Warwick asked the board to review and notify him with any recommended changes within the next week or two then he would submit the By-Laws to Corporate Council for legal review and would bring back to the board for final approval at the Annual meeting. One change was recommended under Section 7.3 to include “or other Library issues” after must address an item on the agenda (will ask council for their suggestion for the wording).
- b) Review Electronic Resources/Internet Use Policy.
Moved by Member Vernier and supported by Member Vinckier to approve the Electronic Resources/Internet Use Policy to include the additional definition of abbreviated words. Motion unanimously carried.
- c) Review Display of Informational Bulletins, Brochures and Posters Policy.
Moved by Member Vinckier and supported by Member Vernier to approve the Display of Informational Bulletins, Brochures and Posters Policy. Motion unanimously carried.
- d) Requesting to fill Page position at the Yale Branch.
Moved by Member Praet and supported by Member Vinckier to approve to fill the Page position at the Yale Branch. Motion unanimously carried.
- e) Board Member Reports.
Member Praet – Marysville will continue offering Story Time and Kids Kreations throughout the summer. Every other week the library is being visited by a daycare to listen to stories read by Branch Librarian Vickie Hurley. G. Lynn Campbell’s kick off Reading party was on Saturday, June 12th, approximately 30 people attended, entertainer Joel Tacey was there entertaining. In March, Assistant Branch Librarian Veronica Ruck sent out 100 letters asking for donations for a few of their programs, didn’t hear from as many they thought, their also purchased a refrigerator for them and they are going to fix up and paint their lobby. G. Lynn Campbell will also be having crafts, summer Story Time, Kids Kreations and reading with Mrs. B. At the St. Clair Branch over 100 children visited during the first week of the Summer Reading program. During the summer there will not be a lot of programs at St. Clair. Friends group will start up again in October.
Member Vinckier – Visited Yale, everything is going good, 47 teens and 140 children signed up for the Summer Reading Program, had a great turn out. They set up their side room and called it the discovery room, every other week there is something different and is self guided, very well received by the parents and children. Held an appreciation reception at Yale for the people who helped out with getting the furnace.
Chairperson Vernier – Thanked Branch Librarian Lois Kaufman for setting up the Library Board meeting.
Member Fernandez – Attended the 60th Annual Community Foundation dinner, Director Warwick also attended last Thursday at Crystal Gardens. There were three \$1,000 dollars donations given away to attendees to then be given away after research to others in need, asked Director Warwick to follow up on these donations, hopefully to have the library be a receipted of one. Thanked everyone for attending tonight’s meeting.
NEXT MEETING DATE. Tuesday, July 20, 2004 at 6:30 p.m., located at the Capac Branch, 111 N. Main Street, Capac.

Member Praet asked why the Library wasn’t included in the FEMA training and the mock disasters. Chairperson Fernandez spoke with Troy Feltman and is considering this a work in progress, but also noted that the Library wasn’t the only one left out. Commissioner Pamela Wall explained basically emergency type personnel attended this mock training. Head of maintenance attended which plans for all building evacuations were addressed.

Branch Librarian Lois Kaufman explained she has a concern regarding the process of hiring Pages such as the waiting period. Can we consider a blanket or have a telephone poll for approving these positions when vacant to speed up the process, this would be appreciated. Director Warwick noted we normally don’t approve the filling of positions what so ever, this was something instituted when we had major crisis two

years ago. Moved by Member Vernier and supported by Member Vinckier to allow the Director to fill any part-time Page position as soon as their able to with out board approval. Motion unanimously carried.

IX. ADJOURNMENT: Moved by Member Praet and supported by Member Vernier to adjourn meeting. Motion unanimously carried. Adjourned at 8:07 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary