

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 21, 2005
2011 St. Clair River Drive, Algonac, Algonac – Clay Public Library

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

ABSENT: Kathy Nicholl

ALSO PRESENT: Administrative Secretary, Kimberley Radatz; Assistant Director, Stanley Arnett; Assistant Branch Librarian, Sue Kulman; Assistant Branch Librarian Cathy Richardson; Assistant Branch Librarian, Eileen Stier; Branch Coordinator, Peggy Guoin; Branch Librarian, Kathy Lisco; Children’s Services Coordinator, Janet Rose; Library Assistant II, Kathleen Wheelihan; County Commissioner Pamela Wall, Mary Lou Birgbauer, Shirley Gooden, Gretchen Krug, Edna Lazarz, Stan Lee and Leo Narlock

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:37 p.m. All members present except Kathy Nicholl.

Pledge of the Allegiance

II. APPROVAL OF AGENDA: Moved by Member Larson and supported by Vice-Chairperson Moran to approve the amended Agenda (added Discussion of IT Letter under Communications (d), added Special Report (communication issues) under Old Business (c) and added Agenda for Special Meeting under New Business (d). Motion unanimously carried.

III. CITIZENS’ COMMENTS:
None

IV. APPROVAL OF MINUTES: Moved by Member Larson and supported by Member Praet to approve the May 17, 2005 Regular Meeting Minutes as amended (changing Section VII e) from pending County board approval to pending available financial resources in 2006 budget. Motion unanimously carried.

V. FINANCIAL REPORT:

- a) Approval and Ratification of Bills.
Director Warwick explained one invoice over \$10,000, Bank One (Procurement card) in the amount of \$16,249.43 for Hardcover material.
Moved by Member Praet and supported by Vice-Chairperson Moran to approve the Regular invoices for May 2005 totaling \$8,122.17 and Millage invoices for May 2005 totaling \$38,782.21. Motion unanimously carried.
- b) Acceptance of Financial Report.
Director Warwick explained under revenue in the Millage budget we are ahead about \$13,000 and in the Regular budget we are under in some areas (fee’s, sales, fines, rent and miscellaneous). Expenses are down in a number of areas and will check into why (supplies, services and capital); right now our budget is ok.
Member Larson asked for a report at the July meeting comparing the last six months revenue verses this six months revenue verses the end of last year also a comparison of a full year.

VI. COMMUNICATIONS:

- a) Library Director’s Report.
Director Warwick explained County budgets are due by July 15th. There will be some changes in the restored budget (BCBS) Blue Cross Blue Shield. We have submitted material

to the County for the Facility and Inventory Assessment study, but we were not included in the study on our building. Shaun Groden is going to try and get us included in this study. We also went in front of the CIT committee requesting a new building for Main. Director Warwick explained there is a technology meeting scheduled for tomorrow. Assistant Director Stanley Arnett represents him at Technology meetings and will be attending. (After this IT meeting and information is gathered from staff and at this time if necessary Director Warwick will meet with IT Director Brian Briese). Director Warwick noted he probably wouldn't have a director's report for next month because he will be on vacation from July 7th through the 15th. DTE tax appeal was discussed in detailed including the possibility of the requirement to amend the 2005 budget from \$48,000 to \$110,000 if there is not any left (02,03,04 total tax \$341,469) also noted the tax assessment appeal has been delayed another four months. Director Warwick will ask Bob Kempf for 2005 and 2006 amounts for DTE tax appeal.

- b) Department and/or Committees.
Member Praet noted even given that the hours were cut and staff being moved around it seems like everybody is still plugging away doing the best they can with what they have and she appreciates everyone's efforts.
- c) Thank you notices:
Patsy Moses
Port Huron Hospital – Ardie Hayes
- d) Discussion of IT Letter.
Discussed under Library Director's report. Member Larson noted he appreciates Jim though his staff, they are going to meet with the IT staff because it appears there has been a lack of communication. We do need to resolve this and hopes at some point we would get a summary of the conclusion and resolutions of these conflicts. Also noted, if we can't resolve this we won't renew the contract at year-end. Branch Librarian Kathy Lisco noted current IT staff that have been working at Algonac-Clay have tried but what they are doing isn't staying but gives them an E for effort. Director Warwick noted he would keep the board in the loop.

VII. OLD BUSINESS:

- a) Detroit Edison Company Tax Assessment Appeal Letter.
Discussed under Library Director's report.
- b) Circulation Policy – Draft.
Director Warwick explained the policy has been approved by Council also noted he would like to have the policy become effective October 3rd because we want to do publicity on this and also have a amnesty period (September 19th through October 2nd) prior to the policy becoming effective. Patron asked why couldn't we publish names in the newspaper of who owe money to the Library? Chairperson Vernier stated it's not legal and Director Warwick also noted it would be a large cost for advertisements. The patron also noted that some patron's might not be receiving their mail, due to her experience with an overdue notice being send to Alpine Arizona (twice)! Director Warwick explained these notices are a courtesy. Also mentioned there were issues stolen of magazines, how are these replaced? Director Warwick said we wouldn't replace them but would try and request from another library, also we don't have insurance for thief of material.
Moved by Member Larson and supported by Vice-Chairperson Moran to approve the Circulation Policy to become effective October 3rd. Motion unanimously carried.
Moved by Member Larson and supported by Vice-Chairperson Moran to approve the contract with Unique Management Services (collection agency). Motion unanimously carried.
- c) Special Report (communication issues).
Member Larson explained there was an Ad hoc committee formed to communicate with library staff regarding their concerns and didn't think there was a report. He felt that a report should come back to the full board for information and have a discussion. Where are they at? Vice-Chairperson Moran explained she thought they would include it with their evaluation of Director Warwick and present to the full board at that time. Member Larson noted the director's evaluation was scheduled to be done in June and he is not ready to complete until he receives the results of the staff survey. Member Praet noted she is meeting with Vice-

Chairperson Moran on Monday to finalize a report. Chairperson Vernier suggested the board waits for the July meeting and have both the Director's evaluation and discussion on the Ad hoc committee. A written special report from the Ad hoc committee will be sent to board members within the next two weeks.

VIII. NEW BUSINESS:

- a) Library Director Evaluation.
To be placed on the July Agenda.
- b) Review Electronic Resources/Internet Use Policy.
Moved by Member Praet and supported by Member Larson to approved the Electronic Resources/Internet Use Policy. Motion unanimously carried.
- c) Review Display of Informational Bulletins, Brochures and Posters Policy.
Moved by Vice-Chairperson Moran and supported by Member Praet to approve the Display of Informational Bulletins, Brochures and Posters Policy. Motion unanimously carried.
- d) Agenda for Special Meeting.
Topic will be 2006 Budgets
Branch Librarian Kathy Lisco asked what is going to happen to the library system if there are more cuts? Chairperson Vernier explained that's the purpose of this meeting. Member Praet explained we don't know what the County is going to take, give to us or anything else. We have to go with what Director Warwick feels the figures are, should be. Chairperson Vernier explained before we talk to County Administrator Shaun Gorden, we have to have a budget to present to him. We need to show them how we are saving money and not spending anything and this is a tight budget and don't take anything away from us because the only thing we can do now is lay people off. If we lay people off we have to start closing more library hours. Commissioner Pamela Wall explained things aren't as awful as it may seem to be and thinks there are ways that they will be able to work with the money they have and not harm the Library budget any more than it is. Also she is not going to say that she thinks they can bring the Library back up (would be way over stepping) but does think that they won't have to take anything more away from the Library, there's other ways and other places. Also noted, we are all in tight straits and we all have to work together on this. We all have to understand where we all fit in and Library services are certainly important and for one is not in favor of dumping the library or any of these other things that people expect. They pay their taxes and want something for them. Chairperson Vernier noted the most important job the commissioners have is to set up the budget and he's glad to see they are taking this seriously and are looking at it. Commissioner Wall also noted it's much different than it was from the last time.
- e) Board Member Reports.
Member Praet – Visited St. Clair last week, spoke with Assistant Branch Librarian Audrey Stein. She mentioned that with all the changes at the branch such as moving things around, patrons (everyone) really like it, very positive about the changes. They have also started their inventory on books. There were a lot of people who attended the Friends final 1st Thursday program, Author Michael Dixon "Cruising From Toledo To Port Huron". Patrons are still complaining about being closed on Saturdays. Visit G. Lynn Campbell Branch and spoke with Branch Librarian Jane Perukel. Yesterday they held their kick off party for the Summer Reading Program "Dragon Storyteller" Loretta Vitek. Times Herald had the information wrong with Memphis's storyteller program. Friends at G. Lynn Campbell also sponsored a fundraiser with names on flowers, which were placed outside in a special area. The fundraiser raised quite a bit for the Friends. Assistant Branch Librarian Veronica Ruck, Kid Kreations, had a full class of twenty-four for their Father's Day program (made frames). The next week program for the 4th of July is almost full. Spoke with Branch Librarian Vickie Hurley at Marysville; they had their Summer Reading kick off Party Monday night with magician Gordon Russ between a hundred and a hundred and twenty children and adults attended. Kid programs will be running through the summer, Jane will be keeping it up.
Member Larson – None
Vice-Chairperson Moran – Noted again about the complaints coming in regarding the computers that when staff do send in requests for repairs they are going unanswered and the

people that do come don't seem to be able to fix them properly. Chairperson Vernier noted he is sure they will work it out.

Chairperson Vernier – Thanked everyone for attending tonight's meeting.

NEXT REGULAR MEETING DATE. Tuesday, July 19, 2005 at 6:30 p.m., located at the Riley Township Hall, 13016 Belle River Road, Riley Township.

IX. ADJOURNMENT: Meeting adjourned at 7:46 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary