

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, March 24, 2009  
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,  
Gilbert Wilcox Meeting Room.

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

ABSENT: None

ALSO PRESENT: Staff: Allison Arnold, Lorraine Datres, Peggy Guoin, Kimberley Radatz and  
Janet Rose. OTHER: Jerilyn Brown, Denny Weymouth and Kathleen  
Wheelihan.

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

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:  
None.

III. APPROVAL OF AGENDA:  
Moved by Member Moran and supported by Member Vesper to approve the agenda as  
received. Motion unanimously carried.

IV. CITIZENS' COMMENTS:  
None.

Department Head Report – Lorraine Datres – Technical Services.

Technical Services Coordinator Lorraine Datres explained in detail the department's process of  
ordering material to the actual barcoding of the material for final circulation. Ms. Datres acknowledged  
the department's staff Susan Bowen, Raye Jane, Angela Klocek and Stephanie Smith and also how  
proud she is of them!

V. APPROVAL OF MINUTES:  
Moved by Vice-Chairperson Praet and supported by Member Moran to approve February 24,  
2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted the invoices are pretty normal also noted the municipality  
expenses are pretty much up to date with the addition of Algonac-Clay.

Moved by Member Moran and supported by Member Vesper to approve invoices for  
February 2009 totaling \$93,640.62 as received. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted in terms of revenue we received 3.5 million in taxes; we're  
about a million shy (last payment comes in early May). Fees, fines and sales are all down  
and penal fines it's very early to tell (but optimistic). Regarding rental fee's (videos) we  
are ahead of budget. People are checking these out and also noted we are no longer  
charging for VHS materials. Donations are down. It's going to be a close year in terms  
of revenue and regarding expenses it's still to early to tell. Director Warwick noted the  
interest is low (however interests for CD's are starting to come up a little). Chairperson  
Larson noted we know it's going to be less and will have to watch that.

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

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted there's a meeting on the 31<sup>st</sup> located at the St. Clair Branch, Ms. Arnold will be attending to discuss the 800 square foot addition. Also noted he handed out information regarding the HAL funding (state aid reduced to libraries by 1.5 million) and for them to contact their legislator. April's board meeting is scheduled to be at the Memphis Branch. Also noted he handed out a copy of an email from the Chair of the TIPA Board of Marine City. Director Warwick noted he would like to talk about the letter of commitment from the Library and the assumption of the library would approach communities to help with construction and other cost. Mr. Warwick explained he felt it was inappropriate for us to be the person to go to these communities and ask for funding. This would be the city's responsibility since it's their building however Director Warwick or Ms. Arnold would certainly be willing to go along and give support and provide whatever additional supporting data. Director Warwick noted in terms of the letter of commitment he felt that we could continue to commit the reimbursement program and also anticipate an increase plus additional computers to the branch including any furniture associated with computers and some future funds for furniture. Chairperson Larson noted he would like to see a plan before an amount is set. Member Soelter noted they (TIPA Board) doesn't want to move ahead if they are not being supported. She also noted she sent Tom McConnell an email and he needs almost like bullet facts such as space availability. Chairperson Larson asked if there was a timeline. No. Director Warwick noted he feels that we intend on helping Capac and Memphis. We gave shelving to G. Lynn Campbell and Burtchville. Some assistance to another branch is something that we would want to consider. Member Soelter noted they (TIPA) are looking at some type of commitment from the Library! Branch Librarian Lois Kaufman will be providing a report to the TIPA Board with examples of programs reflecting that adults use the library as well and not just children. Chairperson Larson suggested that Director Warwick send a letter of intent to them and then meet and work with them to finalize the structure. Member Soelter noted they have an architect already. The other issue is going to other communities asking for financial support. This is not our primary function however we should be supportive at these meetings. Member Soelter also noted the other concern was if Marine City could go into tier one. Chairperson Larson noted this is something we'll need to look at sometime down the road. Chairperson Larson asked the board if they were supportive of Director Warwick sending a letter. Yes!

b) Department and or Committee.

Vice-Chairperson Praet thanked Assistant Director Arnold for the written report she provided on circulation of Video/DVD's.

c) Other.

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

VIII. OLD BUSINESS:

a) Board workshop.

Director Warwick explained the purpose of the workshop was to review the 2009 initiatives and progress on the Long Range Plan, review the status of the current budget and get direction from the board for the 2010 budget as well as initiatives for 2010. Board workshop will be held on July 11<sup>th</sup>. Chairperson Larson also noted the DTE Tax Tribunal suit might be finalized by then and we could begin some spectral thinking (re-look at the physical plans at the Main library - update the Breton Report).

IX. NEW BUSINESS:

a) Volunteer Coordinator.

Director Warwick explained currently we have budgeted a part-time Librarian. He would like to fill this position with a volunteer coordinator. This position would write job descriptions for the volunteers, provide training for volunteers, scheduling, safety, coordination of projects, recognition, policies to be upheld and act as a liaison between administration and staff. Chairperson Larson noted this position is already in the budget, job description might need to be changed and the qualifications would still be for a librarian (MLS). Chairperson Larson asked if there was a consensus to move forward without taking a formal vote. Yes.

b) Change June Meeting date 23<sup>rd</sup> to 30<sup>th</sup>.

Moved by Member Soelter and supported by Member Moran to change June 23<sup>rd</sup> meeting to June 30<sup>th</sup>. Motion unanimously carried.

c) Board Member Reports.

Member Soelter – Added that Branch Librarian Lois Kaufman will also be including in her report to the TIPA Board, what information is available through the computers at the library. Chairperson Larson also noted he appreciated her involvement with Marine City and the TIPA Board.

Vice-Chairperson Praet – G. Lynn Campbell is booming ever since the addition. Their circulation is out of sight. Friend's book sale held last weekend made \$600. Will be giving away books during "March is Reading Month". Captain Willy will be performing during National Library Week. Spoke with Velma Bonner the interim Branch Librarian at Marysville. Met the new Assistant Branch Librarian Lori Stank. She's very excited and very organized! Spoke to Branch Librarian Julie Alef at St. Clair. They had a meeting with the architect today (looking good for the children's room). Will be having a special board meeting with the St. Clair Library Board to discuss everything. Mr. Fred Moore is handling all of the funding for the project. Also in April for the last First Thursday program it will be walking and biking trails located in St. Clair County given by Dennis Delor.

Member Vesper – Spoke with Branch Librarian Kaye Raye at Yale. Everything is going much smoother with the teens (under control). Medilodge is having another fund raiser to help raise more money for additional lighting in the conference room. Had a good turn out for the Dr. Seuss party and the book club had nine people with Jim's book discussion on "Loving Frank".

Member Moran – No report

Chairperson Larson – No report

NEXT REGULAR MEETING DATE: Tuesday, April 28, 2009 at 6:30 p.m., located at the Memphis Branch, 34830 Potter Street, Memphis.

X. ADJOURNMENT: Meeting adjourned at 7:28 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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Allison S. Arnold, Assistant Director