

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING  
MINUTES

TIME & PLACE: 6:30 p.m. Wednesday, May 23, 2007  
2011 St. Clair River Drive, Algonac, Algonac – Clay Public Library

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

ABSENT: Member Vernier

ALSO PRESENT: Allison Arnold, Peggy Guoin, Dale Kittendorf, Kathy Lisco, Kimberley  
Radatz, Kathy Richardson and Janet Rose. Others: City Manager of Algonac  
Chris Wilson, Commissioner Pamela Wall, Mary Lou Birgbauer, Mary Jane  
Hardy, Leo Narloch, Diane & Michael Pellerito and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:

No amendments.

III. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Vesper to approve the Agenda as  
received. Motion unanimously carried.

Department Head Report – Kathy Lisco Algonac - Clay Branch Librarian

Branch Librarian Kathy Lisco acknowledged they were delighted to host tonight's meeting. Ms. Lisco explained the branch celebrated their 10<sup>th</sup> year at their location in March and also noted the current library building was the former Hemenger hardware store. Their former location was along the waterfront which is now the museum. The computer lab and the 20 computer's that are available for public use make the branch unique. We also have a creek which run's alongside the branch which utilizes our fishing poles a lot. She acknowledged that the branch is fortunate that Mr. Diamond from Minnich's Bait Shop (across the street) volunteers his time to repair the fishing poles. Also explained as a result of the passage of the Millage vote her material budget was increased substantially. With this they are trying to build up certain collections that have been neglected and also expanded the nice classic book collections to audio as well as expanded other collections. Ms. Lisco also mentioned the branch would soon be receiving a plasma flat screen television which will hang on the wall thanks to their Friends group and a grant received from the Community Foundation. Director Warwick acknowledged the unique cooperation that Ms. Lisco has between the Township and the City with supplying and supporting the building. He also acknowledged it was nice to see county, city and the township all represented here tonight.

Chairperson Larson thanked Branch Librarian Kathy Lisco and acknowledged it's always a pleasure to come here and it's a beautiful facility and we're fortunate that it's donated.

IV. CITIZENS' COMMENTS:

None

V. APPROVAL OF MINUTES:

Moved by Member Vesper and supported by Member Moran to approve April 25, 2007 Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Praet and supported by Member Moran to approve the invoices for April 2007 totaling \$78,692.63. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained in detail the Fiscal Analysis he provided in their packet reflecting a possible year end deficit of \$252,724. He also noted this is why he is being very cautious and watching the pennies. He also mentioned Detroit Edison (tax tribunal) could make a big difference in this (this may be settled against us or could help us out or could also be delayed by another appeal). He has heard absolutely nothing regarding the tax tribunal. Commissioner Pamela Wall noted it's in the judges hands and we're waiting on a decision. Chairperson Larson explained what Director Warwick is presenting to them is a conservative fiscal manager's perspective. He's suggesting we need to be careful of expenditures for the rest of the year particular in the areas that will have a critical impact on library services. So dipping into the fund reserves as Director Warwick has predicted is an additional \$100,000 and thinks perhaps this is a safe way to approach this. We will know more later this summer. We will have a better handle on what the State impact will be. Also noted he and Director Warwick had a discussion with County Administrator Shaun Groden regarding the reduction of property taxes. Mr. Groden is going to get back with them regarding questions pertaining to property delinquent taxes. Chairperson Larson explained that Director Warwick gives this information to keep us aware and on file and will revisit as we receive additional information.

Moved by Member Moran and supported by Member Vesper to receive and file Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained he asked at the System's meeting today how Pam's was going. The responses he heard from various branches is that they had problems and that some had no problems (some have to re boot every morning, schedule by hand, service is slow and some re-boot frequently). Also noted we are paying \$73,000 a year for this system. If we are going to look at cost saving areas, he feels that we need to start looking at getting a replacement. We could save \$2.00 per card and they also are not supporting the system any more. We are also looking at other libraries. Has attended quite a few meetings regarding TLN (The Library Network) and is also on a steering committee of TLN recently giving input. The steering committee is also looking at if the system (TLN) doesn't continue how are we going to get delivery service (survey has been distributed for affordability purpose). Director Warwick continued explaining for us to get delivery service it would be \$50,000 and for Inter Library Loans \$10,000 an additional year. Also attended a non-shared system users meeting (letter was sent to the State Librarian). Chairperson Larson asked if Director Warwick has shared any of the information he received. No, Director Warwick noted he would send letters tomorrow. Also noted the library is in the sixteenth month of continuing rising circulation (this month we are up 17%) and also looking at the facility Use Report the number of people attending our programs are up, register borrowers are up, attendance for classes are increasing, computer usage is up (every where we are being used more and more). Vice-Chairperson Praet acknowledged her appreciation to Assistant Director Allison Arnold for getting the USF

back. Vice-Chairperson Praet asked Adult Services Coordinator Dale Kittendorf on changes being made on the 1st floor. Mr. Kittendorf, these changes will make better use of the space! Chairperson Larson complimented the staff and department heads on their board reports. They are very informative.

b) Department and/or Committees.

c) Thank you notices:

Cleveland Elementary School

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

#### VIII. OLD BUSINESS:

a) Building Assessment Study.

Director Warwick explained they received and filed the Building Assessment Study. We need to keep this report in front of our selves. Two (2) copies have been sent to the County because it is a county building and we need their input. Basically the building is sound but the guts are falling a part. There are ways where it can be made more efficient and useable. Director Warwick noted he thinks they really need a full workshop and have a county representative to give input in the study. Chairperson Larson explained that the report did confirm that there are no major structure issues or concerns with the building but as Director Warwick mentioned the mechanical electrical system has been outdated. If we were to do all the things suggested we are looking at close to \$800,000. He is not sure if we want to spend that kind of money. Is this cost effective to do it and if not what are the alternatives? This is something we would discuss way down the road. We do need to have a workshop discussion probably in August and also have the engineer who did this report and also have feed back from the County and began to make preliminary suggestions on what direction we want to go.

b) Municipal Agreements.

Director Warwick attended the Board of Commissioners meeting. The agreements were approved and letters will go out tomorrow asking them to send invoices. He also has informed them on the Library's fiscal situation. Vice-Chairperson Praet mentioned a petition has been started asking for the whole building to be used as the G. Lynn Campbell Branch. This will be presented to them at the next Township meeting.

#### IX. NEW BUSINESS:

a) LRP – Draft for review.

Chairperson Larson explained the County needs to review the proposal before it's sent out. He also noted the issues probably most of interest to the board is Scope of Services Requested which covers Community Description, Community Input, Library Service Description, Mission Statement, Vision Statement, Goals and Objectives and the Report/Deliverables. The scope is the core of this plan. Tomorrow morning the proposal will be sent to purchasing by Assistant Director Allison Arnold and by July will be receiving quotes and boards approval and will start work by August.

b) In-Service Review.

Chairperson Larson explained we had our third meeting for In-Service workshop for library staff. He had an opportunity to give a welcome and acknowledged we also had a really simulating presenter who organized the workshop. Branch Coordinator, Peggy Guoin noted the presenter was Jim Relken and he did a fantastic job pulling the whole group of 81 staff who were there. The theme was "Team Work" and "One Library One Team". This was all worth while in terms of getting our staff together and to know each other because we're spread out in so many branches. Mr. Relken bought us together as a team, group exercises were done, and basic things were given and also gave each staff

member a passport to write in. A trophy award was also given for team work to follow through the system, and to go from one team to another to carry this through to our December In-Service Workshop.

Ms. Guoin acknowledged the In-Service Committee; Lori Herrington, Kimberley Radatz, Tammy Williamson, Faith Wormsbacher, Allison Arnold, Melissa Davis and herself. It was a real pleasure working with Jim Relken. County Administrator Shaun Groden had an opportunity to come and staff was able to see and recognize that we are a part of the county and a part of his team too. Evaluations were done: Over 68 were excellent to good. We had a few critical comments which we can build on with a lot of suggestions for topics and things that their concern with. Staff liked it better than last year! Chairperson Larson thanked Peggy Guoin and staff.

c) Speaker Township.

Director Warwick spoke at the Speaker Township meeting in Sanilac County. They had expressed interest in doing a service contract with us. Director Warwick explained they have a small millage which they receive \$7,000. Since the Yale School District is 10% of the Township, our share is \$700. or about \$1.50 per capita. Our citizens are paying \$37.50 per capita. This doesn't come close and feels that we should decline the contract and we will continue our practice in giving free student library cards that are in the school district who live in this area. Vice-Chairperson Praet explained she has written down it's not about the money but the service we provide. Can we have them pay \$10.00 per year per student or pay \$25.00 per year for a family pass? Director Warwick explained we have this as our policy right now that people who are not covered in a library district can purchase a library card at the same rate of \$37.50 (tax on a media price home). Director Warwick explained we are going to examine the circulation policy. One thing to consider is if another library district will offer reciprocity to our patrons we will offer the same service to them. He feels it's not in our best interest at this time to accept this contract.

Moved by Member Moran and supported by Member Vesper to deny the request to Speaker Township. Motion unanimously carried.

Director Warwick will include in his response to Speaker Township the \$37.50 will provide service to their whole family.

d) Board Member Reports.

Chairperson Larson – He visited Burtchville and its really quite nice, their families, Friends of the Library, the staff and the township supervisor should be very proud, for the minimal amount of money but a lot of hard work they put together a nice facility. He's very pleased! Also noted the Director's evaluation is coming up in June and will send correspondence to the board and will review in July. Vice-Chairperson Praet noted she will not be here in June and maybe July.

Member Moran – She missed visiting Memphis due to System's meeting. She visited Capac and things are going very well there, except for their road being all torn up. But their circulation is still up, which is great! They have a concern with the awning it needs to be replaced. She is amazed how busy the computers are during the day with the adults (job searches). She also noted a lot of the computer quirks are getting straighten out. Things are over all going quite well. Suggested when they are fixing the other half of Mainstreet, maybe paint LIBRARY across the back of it, because everyone will have to enter from the alley.

Member Vesper – Everything is going pretty well at Yale. They are still having issues with youths roaming outside with the warm weather here. She is having a book club at Yale on Harry Potter (they are all excited) and hoping that this will bring youths inside instead of hanging outside.

Vice-Chairperson Praet – Thanked Peggy Guoin for the Facility Use Report, noticed everything has increased, the website and the catalog searches seem to be doing really well.

Also wonders if STAR being it's located in the basement that's it not an inconvenience for people to go. Asked about the Cushion Concert how did it go? (Close to 50 people in attendance.) Visited G. Lynn and spoke with Assistant Branch Librarian Veronica Ruck. Their book sell was the largest they made \$340. and gave away flowers. Their Lapsit program is going really well and will be stopping for the summer. Yesterday they had over 25 children working on projects. The petition will be presented to the board on July 19<sup>th</sup> at 6:30 p.m. will try and attend. Everything is really booming. On Thursday the 31<sup>st</sup> at the St. Clair Branch there will be someone discussing the Underground Railroad. They now have a junior Friends Group and the staff are gearing for the Summer Reading Program. Marysville the carpet is going to be installed, provided by the City. Heard that the In-Service Workshop was very informative. Also had a speaker come and talk about the history of Marysville (there use to be a company that built air crafts in Marysville). Other than that everything seems to be booming.

Chairperson Larson noted that he thinks part of the Millage effort made more people aware of library's and people are curious of what it is next we are going to do. They are coming and using us. This is very encouraging and hopes that the staff are very pleased that we are getting more people in and utilizing our services. We have a lot available and it said a lot about our system and the staff and he appreciates the work.

NEXT REGULAR MEETING DATE. Wednesday, June 27, 2007 at 6:30 p.m., located at the Memphis Public Library, 34830 Potter Street, Memphis.

X. ADJOURNMENT: Moved by Vice-Chairperson Praet, meeting adjourned at 7:45 p.m.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary