

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Monday, November 20, 2006
St. Clair County Economic Opportunity Committee (EOC) Meeting Room
108 McMorran Boulevard, Port Huron.

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

ABSENT: Lynn Moran and Peter Vernier.

ALSO PRESENT: Maura Gostinger, Peggy Guoin, Dale Kittendorf, Kimberley Radatz and Janet Rose. Others: Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:37 p.m.

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

III. APPROVAL OF AGENDA:
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Agenda as received. Motion unanimously carried.

Department Head Report – Maura Gostinger – Unique Management Year Update.

Ms. Gostinger distributed a (2) two page report giving a financial update as of October 2006 (historical recovery). Ms. Gostinger explained in detail the process of the recovery services provided by Unique Management with her assistance. The recovery efforts are an addition to assisting with every day circulation work. Also noted they are very helpful and glad we have the company to perform this service.

IV. CITIZENS' COMMENTS:
Kathleen Wheelihan, retired library employee and resident of Capac. Ms. Wheelihan distributed data regarding the proposed hours for 2007 and explained she wants to make sure they really are looking at the individual library's and their needs and their community needs. Also questioned the criteria's being used for grouping of hours, what criteria's! Ms. Wheelihan gave specific examples of them not fitting referring to Capac's as a commuter community. Also explained she felt the new grouping of hours don't seem to make any sense giving various examples of branches. Ms. Wheelihan also stated she wants the best for her library "Capac" as well as all of them and also hopes they have listened to the staff in those communities. Chairperson Larson thanked Ms. Wheelihan for her comments and is sure it would be reviewed by administration and if there were any adjustments necessary they would take those options.

V. APPROVAL OF MINUTES:
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the October 16, 2006 Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Regular invoices for October 2006 totaling \$9,245.27 and Millage invoices for October 2006 totaling \$154,853.14. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained in terms of income in the Millage budget we are over by \$90,000 (largest increase is projected Interest) and in the Regular budget, State Aid is down \$10,000, Penal Fines are down by \$50,000 and in this area we are under by about \$43,000 so the difference is we are ahead net about \$47,011 and Fines are up about \$6,000. Expenditures we are over in Millage salaries by \$69,000 and in the Regular we are under by \$55,000. Projection of spending to date which we are keeping track of very closely, we are project we would be over spent by \$68,000 what we are trying to do is get a lot of materials that we have not had in the past few years especially those things that are going to provide better service, we purchased a couple of book drops, material for Burtchville, office furniture for St. Clair (received a grant of \$8,500 from St. Clair Foundation) we are holding off of a couple other projects the staff wish to do (looking at 2007 to do some of these projects). Chairperson Larson asked Director Warwick in his estimates we're going to be \$68,000 over the \$495,000 deficit. Director Warwick Yes. Based on what? Director Warwick this is based on all our purchases we are doing now (everything we're purchasing). Chairperson Larson this means we are \$100,000 over budget. Director Warwick Yes. Vice-Chairperson Praet asked is this something that is common that even though you know you're over spending money and your still spending money for materials? Director Warwick explained we want to get the material for the public it's the other type of items we are not purchasing any more like shelving. Chairperson Larson asked Director Warwick if he had checked on the salary. Chairperson explained the board should know there are some things we encourage Director Warwick to spend because we rather be at our budget if not slightly over and we have also purchased some things this year rather then wait for next year so the 2007 budget will be slightly down. Director Warwick will look into the overage on salary and what caused the overage for the December meeting. Director Warwick explained we always pay the McNaughton plan in November/December and it's actually billed for the next year. We never find out when exactly it comes out of our budget rather its coming out of 2006 or 2007 because by the time we get the audit some of the items already cleared.

Moved by Member Vesper and supported by Vice-Chairperson Praet to accept the financial reports. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained in tonight's packet they received the Building Study Report (Bids), news clipping and a preview copy of "Library Links" and the board reports for Adult Services, Community Relations, Marysville Branch and the Yale Branch. Director Warwick noted he gave special mention in his report to Branch Coordinator Peggy Guoin for the excellent job she has been doing. He explained the summary of what it took to re-establish the hours. The Personnel Handbook is done and will be distributing shortly. A collection development workshop is scheduled for December 12th at the Yale Branch. The cost allocation is increasing, going up \$714,833 increase of a \$166,955 due to the IT. Chairperson Larson asked what we budgeted. Director Warwick noted we budgeted the same as this year. Copies of the Taxable Valuations of the County are available. We had a Teen Idol program last month, Sue Kulman from the Algonac – Clay Branch started this several years ago. He was impressed with the program. During the In-Service training day there will be a portion where we can recognize people for an achievement for the previous year (will recognize Sue

at this time). We have applied for the Tech grant (Pat Hub) if we did the entire grant it would be around \$68,000. The Friends are working on a meeting to increase memberships and also maybe do a Foundation funding raiser and also help us do an author program for our 90th anniversary, which will be next year. Also working on branch agreements and goals. Chairperson Larson, regarding the increase allocation cost of \$167,000 we need to have in the report what's the implication for 2007 budget would be. Director Warwick noted that's going to be his goal for next month is try and get the budget done (Budget revision for 2007). Director Warwick explained there are a few areas to cut back in (training, reimbursement to the branches and long term we need to look at positions). Chairperson Larson mentioned hopefully by next year the DTE (tax tribunal) would be resolved and so we could absorb that, but as we project out over (5) five years we can't continue to have a \$160,000 deficit so we need to be aware, sensitive of what that is, rather it be ordering supplies, materials or staff positions. Also noted we have some building renovations that are necessary, how are we going to do this? Vice-Chairperson Praet asked if we have to cut back with the posted positions. Director Warwick explained no, because in terms of the public service hours we are adding and to be able to keep these public service hours this is a must do, this will have to come from non public service area.

b) Department and/or Committees.

Vice-Chairperson Praet mentioned she was surprised we hired someone from outside for the Branch Manager at Burtchville.

Member Vesper complemented on the reports to be standardized thinks this is a great idea and short and sweet would be the best.

c) Thank you notices:

Alice King – St. Martin's Interfaith Food Pantry

Donna Rundels

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

VIII. OLD BUSINESS:

a) Bids for Building Assessment Study.

After thorough discussion on the study, Chairperson Larson suggested to table any action on this to the December meeting, knowing it will delay things but it's so critical to the operations to the Main Library.

Moved by Vice-Chairperson Praet and supported by Member Vesper to table the Bids for Building Assessment Study to the December meeting. Motion unanimously carried.

Chairperson Larson said Director Warwick with the assistance of the County will contact the references and he and staff will have a formal recommendation on which one to accept.

b) Goals 2005 – 2006 Review.

Chairperson Larson explained the goals are meant to provide information to the board on achievements that were made and it forms somewhat of a basis for the 2006/2007 goals that we will be looking at in December and approving in January. Also noted Director Warwick did a nice job in summarizing it, very pleased. Chairperson Larson also noted he feels it has fulfilled all goals that the board had a year ago and it also gave them an opportunity to provide feed back. Brief discussion on goals.

c) Board Workshop – Establish date.

Director Warwick to contact Member Moran and Member Vernier regarding availability for dates for workshop in January or February.

IX. NEW BUSINESS:

a) Tech plan.

Director Warwick explained this Plan is required by the State for us to be considered for any grants from the state also anything to do with technology; this is an update to the previous plan. Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Technology Plan. Motion unanimously carried.

b) Board Member Reports.

Member Vesper – Attended the Board meeting in Yale, they had some concerns with the building and the city has giving them notification they are going to start investigating and fixing things.

Chairperson Larson – Visited the Burtchville Branch, most work is done and about a month before they open, an open house would be held once they are up and running.

It's going to be a really nice branch. Also noted their Friends contributed \$9,000 to the Village for some of the interior items.

Vice-Chairperson Praet – Spoke with Branch Librarian Julie Alef at St. Clair, they received \$8,500 from the St. Clair Foundation for an office redo, and Director Warwick also donated matching funds to compete the project. Everything is going ok. Also spoke with Branch Librarian Jane Perukel at G. Lynn and they are all set with their new schedule, their mitten tree is up and there are a lot of donations already. Marysville Branch received a plaque for the most library card sign up month during September. On December 18th they will also be have their Friends annual bake sale, Monday from 9:00 a.m. to 8:00 p.m.

NEXT REGULAR MEETING DATE. Monday, December 18, 2006 at 6:30 p.m., located in the meeting room at the EOC Building, 108 McMorrان Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned by Member Vesper at 8:15 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary