

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 20, 2007
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert
Wilcox Meeting Room.

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

ABSENT: None

ALSO PRESENT: Peggy Guoin, Anita Jackson, Dale Kittendorf, Kimberley Radatz and Janet Rose.
Others: Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:31 p.m.

The Pledge of Allegiance was said

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 – Peggy Guoin – Patron count
Branch Coordinator Peggy Guoin acknowledged Mary Jo Koch, reference librarian and coordinator for the Blind and Physically Handicapped department who coordinated the Visitor Count Week for the whole system. Mary Jo provided updated sheets for recording daily counts also collected the finished forms and tabulated the results. Thank you Mary Jo! Ms. Guoin explained this years Visitor Count Week took place October 8th through October 13th. This week was chosen as representative of normal visitors to the Library. The count from this week was multiplied by the 52 weeks in the year. These totals include persons of any age and may include repeat visits by the same person who enters the building, leaves and come in again in the same day or another day in the same week. Ms. Guoin also expressed her thanks to many Friends and community members who volunteered their time to record visitors. The report reflects 2007 visitor count increased by 20% from 2006 due to increased opened hours. The report also reflected totals by day of the week for each branch location, weekly figures, yearly figures, the busiest days, busiest times of day, justification of added new hours and, webpage visitors. Conclusion of report. Open hours of service are one of the most important aspects of providing library service. We need to stay in tune with what patrons are saying about what hours are most convenient for them to use the library. One way is to get their input through surveys and listening to their comments and another way is to keep monitoring our Visitor Count and seeing the patterns that develop from year to year.

IV. CITIZENS' COMMENTS:
Citizen/Retired Library Employee Kathleen Wheelihan asked if copies of the Patron Count Report were available.

V. APPROVAL OF MINUTES:
Moved by Member Vesper and supported by Member Moran to approve the October 16, 2007
Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted the invoices are typical.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for October 2007 totaling \$95,003.51. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted penal fines are not listed in the report; the posting didn't come in until much later but we did receive \$63,514.42. Income is coming in pretty good. We are at \$5,320,000, but anticipating \$5,567,000 if everything comes in as we expect. Some expenses are coming in real slow (local unit expense). Chairperson Larson noted the bottom line is the projections that our expenditures are going to be less than we forecasted and revenue is closer to what we forecasted. Director Warwick noted we should end the year up with a positive or at least a neutral budget. Director Warwick noted he thinks we are going to do very well this year. We're watching the budget lines very closely. We are going to be under spent in the reimbursement area (maybe just over budgeted – first year we ever done it and it's based upon numbers from different municipalities). Kimball hasn't submitted any invoices. Three letters have been sent regarding reimbursements. Director Warwick will be sending out another letter notifying them of the year end closing date. Appropriation for 2008 has increased.

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 noted there is a supplemental Director's Report. The Long Range Plan is going forward, surveys have been done and currently being compiled. Focus group meetings have started; a 3rd session for staff is being scheduled. Building update, Director Warwick explained he has been trying to push in getting a bid on the electrical work. He has received a bid on the basement door (came in less than originally estimated) and gave the go ahead to complete. At the 90th Anniversary fund raiser a little over \$4,000 was raised. Chairperson Larson noted it was very well attended. Director Warwick thanked both Lisa and Helen for attending. Phil Pavlov also attended; he and Dan Acciavatti both presented a proclamation from the legislative celebrating our 90th Anniversary. He explained the County's new process in approving the filling of positions. TLN Steering Committee has convened a new committee to propose a new cooperative/state funding model. Director Warwick asked if our mission statement fits (referring to document inserted in board packet). After discussion board agreed they are comfortable with the mission statement! It's direct, it reflects were unique, it's clear and not wordy.

Chairperson Larson acknowledged the Branch Library Comparisons Report and also noted he hopes it's kept updated (good document – quick over view of the branches).

b) Department and or Committees.

Chairperson Larson complimented the reports, well done again!

c) Other.

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

VIII. OLD BUSINESS:

a) Government Documents Reconsideration.

Director Warwick explained the board should reconsider their previous action of discontinuance of the Library as a Government Documents Depository based on the latest information available. Adult Services Coordinator Dale Kittendorf explained getting to

electronic documents shouldn't really take very long and the process of going through (sorting) our collection will take a couple years. An advantage for patrons is not just having this available from home but it will also be available through the library's catalog (the document will come up in a link from the catalog).

Moved by Vice-Chairperson Praet and supported by Member Moran to rescind the action done at the last meeting and to approve that we go on line (Internet) for this service. Motion unanimously carried.

b) Parking Lot Gate.

Director Warwick noted he still has not received any information on this and asked for it to be deferred.

IX. NEW BUSINESS:

a) 1st Floor Reorganization.

Director Warwick explained the changes on the 1st floor: Reducing card catalog area, creating an adult relaxing area, reducing the reference collection, moving reference desk, creating a teen area, increase CD area and creating more patron space.

Moved by Vice-Chairperson Praet and supported by Member Vesper to purchase the recommended furniture for the 1st floor in the amount of \$15,251.27. Motion unanimously carried.

b) CMed Information and Services contract renewal.

Director Warwick explained the renewal has been sent to the Board of Commissioners for their approval (Wednesday meeting).

Moved by Vice-Chairperson Praet and supported by Member Moran pending Board of Commissioners approval to approve the contract renewal. Motion unanimously carried.

Chairperson Larson mentioned we are going to ask Bonnie Campbell to attend the December board meeting to give an update on her classes. The classes have been very well received and a lot of people are attending (would like to have more). She's doing a heck of a job!

c) Endowment Fund Advisory Board.

Director Warwick explained the steering committee's recommendation is to form an advisory board of (5) five members one from each of the areas which each board member represents. They are to take ownership of the Endowment Fund and work toward its growth. Other suggestion, once these individuals have been chosen, we have a joint meeting and pass over to them the responsibility for the growth of this. Director Warwick would write up a job description prior to the selection of these members. Chairperson Larson liked the proposal for the exception that the members should be approved by the board (Jim's recommendation) and also the board should also approve the charge to the committee (this should be simultaneous) and not so sure they need to meet with the total committee maybe chairperson and also maybe at a board workshop. Director Warwick will provide the recommendation to the appropriate board member and branch librarian and would then present to the full board for final approval. Chairperson Larson explained no action is required tonight but only a consensus of the board for Director Warwick to move forward. Chairperson Larson mentioned at some point January/February Director Warwick will put together a finalized structure with a charge to the committee and how we approach members. Consensus is to move forward.

d) Front Entrance.

Director Warwick noted maintenance supervisor Ron Marsh is getting quotes, designs and suggestions for front entrance work. At the current time we do not have an amount for this. Ron is also looking at the County and City's responsibility. Chairperson Larson explained there are two issues 1) curb cuts (County and City) 2) Pillar supporting the front entrance way (west side) has dropped at least two inches and also water is getting into the sub ceiling (at

some point it's a health and safety issue and also a visual issue – concrete walk way sloping). Do we want to move forward to getting a proposal to make this change at the front entrance as well as the replacement of the sidewalks and bring it back to the board? Director Warwick also mention he didn't know if the County would want to go for a replacement partial and feels the board should be prepared to possibility support a complete design! Chairperson Larson noted maybe the County can temporary do something but thinks within the next six months we will probably need to do something. Director Warwick complemented the new maintenance supervisor Ron Marsh. He's a delight. He's taking a very proactive interest in this building. He doesn't see this as a library building he sees it as part of the wholeness of the County and that we need to make sure that all of the issues that are important get done! Also noted that some areas that he would be recommending that the County just needs to do it and not with our participation. Director Warwick has also passed along an outside recognition to County Administrator Shaun Groden regarding Ron Marsh. Director Warwick received consensus from the board to move forward to talk with Shaun Groden about what can be done and also work with maintenance supervisor Ron Marsh to look at some architectural designs and come back to the board for further discussion.

e) Peter Vernier Resignation.

Chairperson Larson explained Peter Vernier is resigning from the board after (5) five years of service due to teaching, taking classes and his business. Director Warwick to send a letter to thank Peter for his service and that we accept his resignation with regret. A book will be purchased with a name plate with Peter's name for his services. Vice-Chairperson Praet asked if there were any ideas for his replacement. Director Warwick, Pamela Wall had a name but they declined, also noted he has no problem accepting recommendations from branch librarians.

Moved by Vice-Chairperson Praet and supported by Member Moran to accept Peter Vernier's resignation with regret. Motion unanimously carried.

f) Board Member Reports.

Vice-Chairperson Praet – Attended a Friend's meeting yesterday and spoke with Branch Librarian Vickie Hurley at Marysville. They are having a holiday newsletter computer class for December 3rd. Computer classes are going really well. Assistant Branch Librarian Blake Cottingham has taken a full-time position with the County. Marysville's annual holiday bake sale is December 17th (good fund raiser). Every day throughout December Assistant Branch Librarians Tammy Williamson and Jayme Tarzwell will be having a different project. They are still having Kid Kreations. Marysville also had their open house on October 1st and had two presentations discussing the different water groups. The Friend's of the St. Clair Branch are hosting their first Thursday Series, December 6th at 7:00 p.m., a history of Diamond Crystal Salt. Santa Claus will also be there December 8th at 1:00 p.m. for an hour. Spoke to Assistant Branch Librarian Joni LeRoy, her Small Wonders program is going so well. There's (2) two programs now in the morning. Spoke to Branch Librarian Jane Perukel at G. Lynn Campbell. Next week Jim and Peggy are going over to the Township office to find out what the Township is doing with the extra space (currently the staff are using it as needed). They are hosting a focus group meeting next Monday. Their mitten tree is out and also seeing a lot of new faces.

Member Vesper – Branch Librarian Kaye Ray is off work until the end of December. The work is done on the roof at Yale and their really happy with it, also looking forward to doing the landscaping. Chairperson Larson noted it's an interesting project where the Friends Group with the City is actually doing these improvements (we're thinking their using some of the operation reimbursement funds, their redirecting). That's great, good cooperation!

Member Moran – Visited the Memphis Branch, they are very busy and their beginning their Christmas decorating, everything is going very well. Director Warwick noted both Memphis and Capac have been showing remarkable improvements in terms to their circulation and

patron count, very good to see! Vice-Chairperson Praet suggested maybe rent the trolley to get people to know the other libraries. Director Warwick this is very expensive. Chairperson Larson – Didn't have a chance to visit any branches (vacation) but had wonderful experiences in Africa, saw rhinoceros, hippos, lions, giraffes, water buffalo and a four step snake (very poisonous) also visited villages. One village located in Zambia, by Victoria Falls there were nine thousand people and up until (3) three years ago they had to walk (3) three miles to the river which was polluted, they now have (5) five wells dug by United Nations to served these nine thousand people! This trip far exceeded anything they thought about!

NEXT REGULAR MEETING DATE. Tuesday, December 18, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned at 8:23 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary