

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 25, 2008
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 and Lisa
Vesper. DIRECTOR: James Warwick.

ABSENT: Janna Soelter

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin and Kimberley Radatz. OTHER: None

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:

Chairperson Larson explained the agenda was amended adding Director's Contract Renewal (Old Business b) and to add 2009 Rotary International Day Parade early closure (New Business b).

III. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Vesper to approve the amended agenda as noted. Motion unanimously carried.

Department Head Report – Long Range Plan Presentation – James Warwick

Director Warwick gave a power point presentation on the Long Range Plan 2009 – 2012. The presentation explained the planning process as well as identified the strengths, critical issues, the vision of the Library and goals (Building, Information Center, Collections, Expanded Services, Funding, Public Service and Marketing). Suggestions were given to Director Warwick regarding the presentation. Chairperson Larson noted well done and appreciated him doing the presentation.

IV. CITIZENS' COMMENTS:

None.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the October 28, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the invoices for October 2008 totaling \$126,748.48 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted penal fines were the same (no where near as what we should be getting). Not certain if the County will be giving us additional delinquent taxes. We have received all state aid and local unit income. Personal Property Tax not certain. Rental has been down. We are stopping the current coupon rent one get one free. Revenue is down but ok on spending and we are evaluating the salaries. Chairperson Larson noted

regarding revenue to date we are a minus \$39,000 compared to what we anticipated (well within the budget).

Moved by Member Vesper and supported by Vice-Chairperson Praet to receive and file October 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report

Director Warwick noted attached to his report is a summation of the cost allocation how it changed by year. Director Warwick noted there is no consistency. He explained there was a \$104,000 increase and contacted Maximus and in questioning found we were being charged for IT Telephone Support which we don't use. After discussion a savings of \$62,000 was found. Chairperson Larson noted it's important to see other departments cost allocation for comparisons. Friends had their meeting last Friday and are purchasing new reusable bags with other interested Friends groups. The Friends also purchased gadgets for the Library for the Blind and Physically Handicapped Department. January 23rd is the Friends Annual Membership meeting. The Friends are trying to get an author for the meeting, if they can't they have asked Jim to do a program on historical fiction. Vacation starts tomorrow and returning next Tuesday. Regarding property tax discussion Chairperson Larson noted we need to be sensitive to this as we look forward to the next three/four years.

b) Department and or Committee.

c) Other.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file October 2008 communications as presented. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Compact Shelving Bids.

Chairperson Larson explained there was an error in the bid. He met with both Ms. Arnold and Director Warwick and reviewed the situation. Assistant Director Arnold noted she spoke with Chris de Bear of Library Design Associates Inc. at the time the winning contractor. He placed the manufacturer on hold. However after going through the numbers again even though there was a \$10,000 error there they do become the highest bidder rather the lowest bidder. With the conversation with purchasing in the County policy there is a statement in that says that cost does not have to be the determining factor in a vendor. So if we have a vendor that we're interested in and we have there product and have worked with them before we know the quality, this also to be considered. It doesn't have to be the lowest bidder. It is still the recommendation of the Library administration to go with Library Design Associates for the following results; their company designed and installed the compact shelving we currently have. The new system will match and if ever needed, the two systems could be combined into one unit. Ms. Arnold explained the reduction in cost as follows: Total corrected bid price \$135,220 with the reduction of \$1,290 (carpet) and a \$4,680 reduction for shelving and labor, new total \$129,250.

Moved by Member Moran and supported by Member Vesper to approve the revised bid for compact shelving with Library Design Associates.

Chairperson Larson noted the cost difference is very small but thinks the benefits in addition the \$2,500 being waived for specifications. Motion unanimously carried.

b) Director's Contract Renewal.

Chairperson Larson explained there were language changes to the Director's contract making it consistent with the Employee Hand Book (salary, separation).

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the amended Employment Agreement between the St. Clair County Library Board and the St. Clair County Library Director. Motion unanimously carried.

IX. NEW BUSINESS:

- a) Library Meeting date December 23rd – Reschedule.

Chairperson Larson noted December meeting will not change and also noted Member Vesper will not be available to attend.

- b) 2009 Rotary International Day Parade July 15th close at 4:00 p.m.

Moved by Member Moran and supported by Member Vesper to close the Main Library early on July 15th at 4:00 instead of 9:00 p.m. due to the parade. Motion unanimously carried.

- c) Board Member Reports.

Vice-Chairperson Praet – Visited St. Clair Branch, complimented on their parking lot. They're very busy and very spacious. She visited with Assistant Branch Librarian Audrey Stein and things are going well! Visited Marysville and everything is going very well (they work well together).

Member Vesper – Thanked the Library for the money they received for their new circulation desk. G. Lynn Campbell will be getting Yale's old circulation desk. Yale's open house is December 10th. They're getting ready for their Christmas auction. Also noted Branch Librarian Kaye Raye enjoyed being on the Collection Policy Review Committee.

Member Moran – Visited Capac and saw the revised floor plans and the carpet is great. Asked Director Warwick if the Library can purchase slightly used furniture? Yes, will get the vendor name. Chairperson Larson also noted the EOC is selling all of their furniture due to their move (December) might want to check on this. Asked if anything was discussed about name tags. Assistant Director Arnold explained it was discussed with administration but not with staff, (might incorporate it with the Library Personnel Manual). Branch Coordinator Guoin noted she just sent out an email encouraging branch staff to wear their name tag. Chairperson Larson noted this can be discussed further with staff. Director Warwick noted this will be a gradual thing.

Member Vesper introduced visitor Flat Stanley she bought to tonight's meeting, Flat Stanley is her nephew's classroom project he's spending the week with her with a report due.

NEXT REGULAR MEETING DATE: Tuesday, December 23, 2008 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, City of Port Huron.

- X. ADJOURNMENT: Meeting adjourned at 7:40 p.m. by Member Moran

Respectfully Submitted:

Helen M. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary