

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 17, 2009
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,
Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Janna Soelter, Barbara
Warren and Kathleen Wheelihan. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Staff: Allison Arnold, Dale Kittendorf, Melba Moss and Kimberley Radatz.
OTHER: None.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:28 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Director Warwick requested that we add early closure for Main on July 14th (Parade) and
Building Study Bids.

III. APPROVAL OF AGENDA:

Moved by Member Soelter and supported by Member Wheelihan to approve the agenda as
amended to include under New Business early closure for Main on July 14th (Parade) and to
include Building Study Bids. Motion unanimously carried.

Department Head Report – James Warwick – Revised Millage Presentation.

Director Warwick presented the revised Millage Presentation (presentation is work in process).
Further discussion took place on recommendations from board. Board pleased with what has been
done.

IV. CITIZENS' COMMENTS:

None.

V. APPROVAL OF MINUTES:

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve October 27,
2009 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 Soelter to approve invoices
for October 2009 totaling \$65,968.60 as received. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted revenue is under also noted that the Memphis Branch won't be
able to get their furniture in 2009 so we will have more carried over in 2010 funds
(amount close to \$15,000). Regarding St. Clair we should start ordering the items so we
can get this project done early in the year. Director Warwick noted if he's over than what
he predicted he wanted the board to know and understand that he's not going to be
worried about trying to get a whole bunch of things spent at year end. No update on
penal fines (nothing posted). Also noted he is still waiting to hear about the grant the
County applied for regarding a weight station or mobile weight station. This grant was to
start in September which will have an effect on penal fines. Interest is way down
however is more than what he was thinking it was going to be at this time. On the

expenditure side, Director Warwick noted personnel by yearend will be under spent by \$190,000; supplies will be over; services may have a surplus of \$20,000. He also noted local units in the current report does not reflect recent invoices just received (St. Clair \$16,000). Director Warwick noted Kimberley Radatz would be sending out a letter immediately to local units reminding them we would like to have all invoices in by February. We really want to avoid this problem of invoices reversed and carry over's into the next year. Director Warwick expects we will be under spent by \$50,000 to \$70,000.

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to receive and file October 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted in tonight's packet has included a copy of the Endowment Year to Date Fund Statement dated 10/28/09. With a fund balance of \$81,997.53. Director Warwick noted he is disturbed about the contributions, they are very little. We need a member of the friends who can take an interest in promoting this and doing some activities (Director Warwick offered his help). Please talk about this to your friend's group. Member Wheelihan noted some of the friends are working on major renovations, that's where their funds are going. Vice-Chairperson Praet noted maybe asks the Branch Librarian's to let their friends know. Director Warwick referring to the Circulation Report he was a little shocked regarding the amount of gain (1/2 of a percent). Referring to the Facility Use Report: Card holders are up, Inter Library Loans are up, and Database Use is way down (a lot of the statistics are down could be due to when we were closed for staff in-service). Chairperson Larson also noted the circ stats have been up for the last (5) five years in a roll. Sometimes this is hard to maintain that momentum. Chairperson Larson noted there were some department head reports not turned in (probably due to moving the meeting up a week). Vice-Chairperson Praet asked to let the staff know that the board appreciated the reports being early!

b) Department and or Committee.

c) Other.

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

VIII. OLD BUSINESS:

a) Lynn Moran and Lisa Vesper – recognition.

Director Warwick noted we have had contact with Ms. Moran (however waiting for another call) and has not heard anything from Ms. Vesper. Director Warwick will keep board updated through his report.

b) Publicity Review Committee – Set date to meet.

Chairperson Larson asked Director Warwick and his staff to set a date for the Publicity Review Committee meeting. Chairperson Larson asked Director Warwick to look at key people and set (2) two dates (late January/early February) for a preliminary Millage Committee meeting he also noted he would like to serve on the Millage Committee as well.

IX. NEW BUSINESS:

a) 2010 Initiatives.

Director Warwick noted the plan was to present the 2010 initiatives at this meeting and to answer any questions (given a month to look this over). Director Warwick noted we don't expect to get everything done in the initiatives but the goal is to try. Chairperson Larson asked for the next month Department Head Report be Ms. Arnold reviewing the initiatives. Director Warwick acknowledged Ms. Arnold for doing a full analysis on the initiatives with the Long Range Plan and putting this together.

b) Home Connection Policy.

Director Warwick noted in tonight's packet there is an updated Policy and also a cost estimate for the Home Connection service (\$3,859.20). Chairperson Larson noted this service builds on the current system. Melba Moss Librarian explained this bridges the current service to individuals who do not qualify for the LBPH (Library for the Blind and Physically Handicapped) which is a federal/county funded service. Ms. Moss also noted that the Post Office will allow an exception for the use of Library rates (based on weight). Library rate is normally used to mail from library to library but we're using from library to patron. The service would be approached as a soft approach and no advertising in the newspaper (start out with a few people). Vice-Chairperson Praet would see Ms. Moss regarding her comments on Home Connection. Oked by Board for Home Connections to start with limited services.

Moved by Chairperson Larson and supported by Member Wheelihan to table the Home Connection Policy and to re-write with tonight's input. Motion unanimously carried.

c) Early closure for parade night at Main.

Moved by Member Soelter and supported by Vice-Chairperson Praet to close early at the Main Branch at 4:30 on Parade night. Motion unanimously carried.

d) Building Study Bids.

Chairperson Larson explained the board is not approving the bid. What we're doing is asking what is the board's general feeling about moving forward because we still need to contact the final (2) two companies if agreed or hold off with the building study? Member Wheelihan noted she felt they should proceed because if we're going to do something in the next few years we should be at least going in the direction of where we want to be! Director Warwick noted there are going to be some major failures in this building in the upcoming years and if we know if we are going to be staying here we could have them in (new products etc.) if we go in this direction.

Chairperson Larson noted we need to notify the other (9) nine if we are no longer considering them and the (2) two we are considering. We have questions and if the board agrees after the discussions with these two firms in December we would have a recommendation for the board for considerations. Director Warwick noted he had finalized the list of questions and has started contacting references. Also noted we have looked at (3) three options: Totally new construction, renovate this building with an addition on it and the final option was to renovate the building with the option of moving administration services to another building (least desirable). Chairperson Larson noted no formal action is required by the board but to allow administration to continue to move forward.

e) Board Member Reports.

Member Soelter – No report.

Member Wheelihan – Branch Librarian Linda Aguinaga noted their patron and circulation count has been down now for a few months (thinking it might be related to folks losing their homes). Weeding has begun in their fiction area. Also noted they're asking their friends to purchase a shed for outback. Renovation will start in January for the Memphis Branch also noted their circulation is up by over 21%. Checked into a funny odor at the branch in October however now gone. Received (2) two compliments from patrons on their collection.

Vice-Chairperson Praet – St. Clair's addition is almost done. They plan on being open the first week of December. Vice-Chairperson Praet asked about the patron count. Director Warwick noted there was a problem with the formula in the report and will be providing the report in January to Board. She noted something we should include in the millage campaign is that the libraries are a safety net for people! All libraries are busy. St. Clair's First Thursday series sponsored by the Friends was the Edmund Fitzgerald and over 60 people were in attendance and October series Sam Hoffen a holocaust survivor and author of "When Hope Prevails". She spoke to Branch Librarian Mike Mercatante. Carpet at the Marysville Branch is expected to be installed in December Friday night

through Sunday night. Also they are expecting to be closed for at least a Saturday and a half. Breakfast with Daddy is coming up and is already full. She noted the teen reading room is being used constantly. Can food and clothing drive will be held year around. Lion's are using the library as their drop off location for donated eye glasses. Also noted they are disappointed because of their circulation being down because they are always so busy. Visited with Branch Librarian Anita Jackson and Assistant Branch Librarian Veronica Ruck at the G. Lynn Campbell Branch. They are busy; all computers are full as usual! They are working on their inventory and are excited about their new carpet (friends paying \$5,000). The Branch will have to close for a full week in January. Also noted their programs are picking up.

Member Warren – Everything is going well at the branches. Trees and Wreaths are on display for the Ho-Ho-Ho Holiday Festival at Yale. Also noted their circulation is also down.

Chairperson Larson – Noted he would not be at the March, April meetings and probably not February. Vice-Chairperson Praet also noted she will not be at the January meeting due to surgery.

NEXT REGULAR MEETING DATE: Tuesday, December 22, 2009 at 6:30 p.m., located at the Main Branch, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned at 8:15 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary