

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 21, 2003
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lynn Moran and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Lori Vinckier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Branch Librarian, Gary Kupper; Branch Librarian, Kaye Ray; Children Services Coordinator, Jane Rose; Community Services Coordinator, Melissa Davis; Financial Services Clerk, Cathy Kilbourn; Library Assistant I, Kathleen Wheelihan; Advisory Board Member of the Algonac-Clay Branch, Angela Rochon; St. Clair County Commissioner, Pamela Wall, Daniel Kilbourn, Gretchen Krug, and Deborah Wilson

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:32 p.m. All members present except Member Vinckier.
- II. APPROVAL OF AGENDA: Moved by Chairperson Fernandez and supported by Member Praet to accept the Agenda as amended to add under New Business, Detroit Edison Company Tax Assessment Appeal Letter and under Old Business, Two Hour Limit. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
On behalf of the Advisory Board of the Algonac-Clay Branch and of patrons, Angela Rochon asked the Library Board that they please reconsider the decision of the two-hour limit. Presented for the record a letter from Michelle Kovich. Also thanked the Library Board for all they do throughout the County.
Library staff member, Capac resident Kathleen Wheelihan, explained as a staff member she appreciates the two-hour limit because there are people who sit there as long as they are allowed to sit there. Part-time circulation position that the board approved to fill last May, and this position is still not filled and recently heard that this position will not be filled now due to budgetary constraints and would hope that if the board is involved in this decision to keep in mind the stress level that the staff is under at this time. Commented also not once she has heard any board member mention what's going on at this Library or in this building (Main Branch). Chairperson Fernandez thanked them for their comments. Chairperson Fernandez
- IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Vice-Chairperson Moran to accept the September 16, 2003 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Director Warwick explained the Brenton Group invoice is a building study of the Main Branch and the Times Herald invoice is the printing cost for the Library's newsletter. Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for September 2003, totaling \$12,635.46 and Millage invoices for September 2003, totaling \$25,339.08. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick noted the Millage revenue is under by \$97,000 the anticipated budget and also still not sure about the Single Business Tax, we should receive more interest. Regular Income he anticipates another \$20,000 and so by years end they should be balanced in this area. Director Warwick explained pending in what's happening with the

budget he has decided not to fill the circulation position. This would save a about \$12,000. He also noted that he would not want to hire somebody and then later would have to lay somebody off. After thorough discussion, Chairperson Fernandez asked that this item be put under old business for next month and have the Director give them a report on why he feels that this position the board approved should not be filled and the board at that time either agrees or not. Moved by Member Vernier and supported by Vice-Chairperson Moran to have the Director report to the board for his reasons for the next meeting. Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the September 2003 Financial Reports as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained there would be a meeting on November 25th 7:00 p.m. at the Marysville Branch. We hope this would be somewhat a kick off of our fund raising activities for our participation in the Community Foundation of St. Clair County. This meeting we would like to invite Friends, Advisory board and other people who are interested in organizing in helping the Library raise funds through private contributions and these funds will be own by the Community Foundation but they will be for our use. Envelopes will be ready at this time to start the efforts to do private fund raising. He sees this as a vision and a goal for the future that we are not going to be supporting the Library with the funds coming in from the foundation but hopefully we're going to be leaving a financially strong Library so that in the future we'll have more money to do programming and purchase library material, having lecture series. This really is going to be an investment for the future. These donations can go system wide or to a specific facility for any purposes that the donator specifies. Director Warwick met earlier this month with a group of people who are concerned about archival material and local history (meeting was organized by Marsha Haines). Attendees were Stephen Williams from Port Huron Museum, Community College and Jim Acheson. The group is going to try and organize a committee to find ways to preserve our local heritage and also how to make these items available to the public. This is a joint venture that will get us connected with other organizations in the community that we can start developing more partnerships and knowledge of each other's collections in what we're doing. Director Warwick has a concern on the budget deliberations. Burtchville project was eliminated as a funding project and thinks it is only right in some way that the Library informs them so if they want to talk to their commissioners instead of them hearing another way. Chairperson Fernandez noted that there has been no final action on the Library budget including Burtchville but we are just informing them that Burtchville was included in the Library budget and we believe maybe due to budget restraints Burtchville may be taken out and that he/she may want to contact their Commissioner. December 15th is the final date for decision making on the budget. Moved by Member Vernier and supported by Vice-Chairperson Moran to have Director Warwick contact Burtchville Township Supervisor and report the facts as of today. Motion unanimously carried.

b) Department and/or Committees.

c) Thank you notices.

VII. OLD BUSINESS:

a) St. Clair County Integrated Information Technology Department "The Plan"

Moved by Member Vernier and supported by Vice-Chairperson Moran, that Director Warwick schedules a meeting in compliance with the Open Meetings Act to discuss "The Plan" further with staff and board members. Motion unanimously carried.

b) Discussion on Goal setting for Board.

Director Warwick explained the goal list is not a complete list but is a start, asked board members for their help by giving him their priorities and also need to start working on defining some areas including setting dates and measurable ways of being able to accomplish to get some goals together. Chairperson Fernandez asked for a status report

on the Long Range Plan on what has been done. Director Warwick asked Branch Coordinator, Peggy Guoin to work on this report.

c) Two-Hour Limit.

Chairperson Fernandez notes he appreciated Ms. Rochon's concerns regarding this issue. Also noted he has received many emails and telephone calls on this issue and the only comment that he has received about changing it back from two to four hours was tonight from Algonac. After lengthy discussion Library Board agreed to leave policy in place (two hour limit) at this time. No action required.

VIII. NEW BUSINESS:

a) Director's Contract.

Chairperson Fernandez noted an evaluation was done on the Library Director and members of the Board have met with the Director from that a contract has been drafted. Contract is the exact same contract that was previous provided other then a minor date change from August to October. Motion made by Member Praet to renew for one-year instead of a three-year contract. Chairperson Fernandez called for a second (no second) and Motion failed. Moved by Member Vernier and supported by Vice-Chairperson Moran to approve the Library Director's Contract as presented. Vote taken, three to one in favor with one absent. Motion carried.

b) Approval to fill Page position at the Marysville Branch.

Chairperson Fernandez asked the Library Director that in the future if the board votes to fill the position and he decides not to fill it, that he puts a letter in the board packet to that effect. Moved by Member Vernier and supported by Vice-Chairperson Moran to fill the Page position at the Marysville Branch. Motion unanimously carried. Motion unanimously carried.

c) Detroit Edison Company Tax Assessment Appeal Letter.

Chairperson Fernandez explained that any person, business or industrial property can appeal their tax assessment to their local March board of review and as long as they do that then they hold their right to appeal to Lansing or Michigan tax tribunal. The St. Clair Power Plant did this and if they win, this could cost the County about 1.8 million dollars. The effect to the Library would be over \$171,000 per year and this would go back to the year 2002, almost a ½ million dollars by year 2004. The purpose of this document was to receive and file it, usually what happens with past experience is that DTE won't get what they want and East China won't get what they want either so there's going to be some financial ramification to all local units of Government. It may not be \$171,000 but it could be \$71,000 etc. but there's really not much the Library can do. Director Warwick noted he has been in contact with Greg Hill at the County and said the County is very concerned regarding this and would keep the board informed.

d) Board Member Reports.

Member Praet – Everything is going well at the Library's. G. Lynn Campbell has a very active Friends group and will be sponsoring a book sale on November 15th from 9:00 a.m. to 2:00 p.m. Teen Read Week is going on this week at all branches. St. Clair Friends has sponsored good programs; check out the newsletter for details, they had a Saturday program with nocturnal animals (185 people in attendance). Tonight at Marysville they are having the Urban Legends for the Teen Read Week program. Lap sit program that began a few weeks ago is going very well.

Member Vernier – Boy Scouts did an excellent job around the Ira Branch. Patrons have increased also at the Ira Branch. Marine City Branch has a tutoring program, its been very successful (using High School students tutoring lower High School students and Junior High School students, they get quite busy after school; other branches might want to get involved in this program.

Vice-Chairperson Moran – The work on the Mural on Memphis's wall has stopped for the season, small touch ups in the spring will be done, and it bought the back yard to life, just wonderful. Visited Capac very busy, the branch is well organized and well lit and computers are back up.

Chairperson Fernandez – Appreciated the comment from Kathleen Wheelihan and agreed, but would like to say that the entire board is commented to doing what’s best for the Library and there are five spokes in a wheel, library director, library staff, library board, county administrator and board of commissioners and all five of those have to continue to work together. Welcomes lively debates and also noted as you have seen in last year the board hasn’t always just rubber stamp things and a lot of things that you see here tonight much work has gone into before these meetings or they would be here until midnight. May contact his staff regarding the amount of hours, way more then what he has signed up for! There are positive changes in the works (what ever they may be) and the board always wants input. Much work and effort has gone into some of these things even before they even get here and their openly discussed then the board votes.

NEXT REGULAR MEETING DATE. Tuesday, November 18, 2003 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Member Vernier and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 8:17 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary