

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 18, 2005
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Kathy Nicholl and Helen Praet. DIRECTOR: James Warwick.

ABSENT: Peter Vernier

ALSO PRESENT: Following staff members: Stanley Arnett II, Allison Arnold, Lorraine Datres, Peggy Guoin, Anita Jackson and Kimberley Radatz. Others: Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:30 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Nicholl to approve the Agenda. Motion unanimously carried.

Chairperson Larson explained all comments should be related to agenda items or items of policy or procedure within the library board it self.

CITIZENS' COMMENTS:

None

III. APPROVAL OF MINUTES: Moved by Vice-Chairperson Praet and supported by Member Moran to approve the September 20, 2005 Annual Meeting Minutes. Chairperson Larson complimented Administrative Secretary Kimberley Radatz on a well-done job on the minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Nicholl and supported by Member Moran to approve the Regular invoices for September 2005 totaling \$7,553.18 and Millage invoices for September 2005 totaling \$116,017.03. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick gave an update on the Fund Balance (referring to memo). He also explained we are doing ok on the Expense Summary Report (will be under spent in personnel). On the Revenue summary report, he noted that we are under by \$20,633 (without the transfer from the fund balance). He also noted penal fines are under by \$65,000. Chairperson Larson explained in detail the Fund Balance Update Memo. He noted we do have funds for operations but we don't have money for unknown expectances and our goal was to maintain about a million dollars in the fund balance. Moved by Vice-Chairperson Praet and supported by Member Praet to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick thanked Melissa Davis and Community Relations staff for updating the Library System brochure (due to the changes in the Circulation Policy. He gave an update on this Friday's fundraiser at the FogCutter. There's 65 people attending, which is sponsored by the Friends of the St. Clair County Library for the Community Foundation of St. Clair County. So far to date we have received \$4,025 this includes the \$2,000 from Citizen's First. The Friends are looking at raising \$5,200 and currently we have \$22,313 in the Community Foundation Fund. Another idea of a fund-raiser is selling bookplates for \$10.00 a book. Wal-Mart made a contribution to the St. Clair County Friends Group in the amount of \$1,500. The Memo explaining the Fund Balance Update has been handed out to all branches. Attended

the last weeks County Commissioners meeting, it appears that they expect us to be at the next meeting. We need to discuss who is going to present it and what type of handouts. Discussed the Facility Use Report in detail. Member Nicholl complimented Director Warwick for his extending himself out to the community. Chairperson Larson noted its important for Director Warwick to continue community visits and to keep them updated.

- b) Department and/or Committees.
- c) Thank you notices:

Friends of the St. Clair County Library

Moved by Member Nicholl and supported by Member Moran to accept the communications.

Motion unanimously carried.

VII. OLD BUSINESS:

- a) Detroit Edison Company Tax Assessment Appeal Letter.
Director Warwick noted there was no news.
- b) Amnesty Report.
Director Warwick provided a report on the Amnesty. He will also update the board on the use of the collection Agency.
- c) Goals.
Chairperson Larson noted he was pleased with the outline. He also thinks it does address some issues that were talked about in the director's evaluation and also some issues about the future needs for the Library. Probably in some areas it could be expanded but thinks what this does is adequate. It gives them an outline for communications between the director and the board but it also gives focus on things that need to be accomplished. Chairperson Larson asked Director Warwick for feedback given to the board in a timely matter. In either June or July there would be a written report on the accomplishments or activities of all these goals for the coming year. This gives the board not only feed back of what has been accomplished or achieve but things that are still outstanding and also a reference of evaluating the director and evaluating where the library is going. Also noted in general he is very pleased, it provides them a direction. Moved by Vice-Chairperson Praet and supported by Member Nicholl to receive and file the boards goals for 2005 and 2006. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Letter from County Commissioners/District request.
Item to be placed on November's agenda for discussion on seeking District status. Director Warwick explained that using the word independent verses District (independent from the County rather then being a County department) is a little easier to understand. It confuses them. Chairperson Larson noted it brings in a whole other concept and not sure if people had a chance to understand. Basically it is the County Board of Commissioners who still appoints board members and they collect County tax but other then that the library board operates and administers the library.
- b) Circulation Policy changes.
Director Warwick explained the two changes: 1. Under Collection Agency changing from after (35) day's the person's account would be sent to the collections agency to (45) days. 2. On Appendix B changing Music cassettes and CD's loan period from 6 tapes and 6 CD's for 14 days to 10 tapes and 10 CD's. for 14 days.
Moved by Member Nicholl and supported by Member Moran to approve changes to the Circulation Policy. Motion unanimously carried.
- c) Software Licenses.
Director Warwick explained the following items are not in the budget. We need to update our virus software for \$5,032.99 and we also need additional software licenses (Microsoft 2006) for the new computers total cost is \$18,112.57. Moved by Member Moran and supported by Member Nicholl to purchase software licenses. Motion unanimously carried.
- d) Supply Budget – AV items.
Director Warwick explained we need additional AV supplies (CD, DVD, Cassette and VHS cases) for now and the beginning of next year total of \$12,420.70. This is in the budget but under not in these specific line items. Chairperson Larson explained it's a matter of informing the board no action needed.

e) By-Laws Discussion.

Chairperson Larson explained there is no charge in the By-Laws forming a finance committee. Chairperson Larson will draft up a policy establishing this committee and will bring back to the board. Chairperson Larson explained one of the advantages of having these working committees is that it reduces the length of the board meeting because there are preliminary discussions and then there are recommendations to the whole board.

f) Board Member Reports.

Member Moran – Branch Librarians Linda Aguinaga and Patsy Beischer both had a concern with the shortage of help and a little over lap that is going on right now. Would like to see this reviewed. This would give the Branch Librarian more time in their own branch for ordering and get caught up. Director Warwick explained it's a liability problem (legal issues) we do not want staff working alone in buildings. In Memphis things are going well. Their circulation is up. Sponsored a poetry reading at the High School and 90 attended and they are also doing a Halloween party for the elementary school. Things are going well at both branches.

Member Nicholl – Branch Librarian Kaye Raye at Yale also has the same concern, as Memphis and Capac, will explore more with Member Moran.

Vice-Chairperson Praet – Last night Marysville had their open house (pretty good turn out). Next Wednesday at Marysville, Branch Librarian Vickie Hurley is hosting the Beginning Computer class, which is almost filled up. Lapsit and story hour they have an average of 19 children. Spoke with Branch Librarian Jane Purekel at G. Lynn Campbell, their Teen Read Week started and the fourth grade classes are now coming over to the Library. Branch Librarian Julie Alef is still quite concern with the staffing and having to fit schedules in, the substitute has helped an awful lot though. Also noted their first Thursday program, Pewabic Pottery they sponsor an educational services where they come to the school and they will actually make tiles (kitchen/bathroom).

Chairperson Larson – Had an opportunity to meet people from Burtchville and Main branch staff to hear about their facility and what their plans were. Also noted he feels that the Township officials were very positive and supportive. He represented the Library board to indicate that we have a strong commitment to facilitate the opening of their facility (internet cable, staff resources). This was reassuring to them. Also noted even if the County's funding was to be somewhat left to be desired, it is our intent to still support the Burtchville Library. It is a vital part of our County. Burtchville Assistant Branch Librarian Anita Jackson explained the Burtchville board gave the go ahead to building their new library and also currently there are 101 members in their Friends group.

Chairperson Larson noted he looks forward to seeing most if not all of them for dinner this Friday night, hopefully this is the beginning of an on going event.

NEXT REGULAR MEETING DATE. Tuesday, November 15, 2005 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 Moran and supported by Member Nicholl to adjourn meeting. Motion unanimously carried. Meeting adjourned at 8:11p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary