

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 19, 2006
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

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

ABSENT: Peter Vernier

ALSO PRESENT: Following staff members: Barb Adent, Melissa Davis, Peggy Guoin, Anita Jackson, Dale Kittendorf, Angela Klocek, Kimberley Radatz, and Janet Rose. Others: Jerilyn Brown, Gretchen Krug, Ann Maas and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:34 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Vesper to approve the Agenda as received. Motion unanimously carried.

Children's Services Coordinator Janet Rose introduced her self and has work at the Library for 32 years. Her position involves over seeing the running of the Children's Department at the Main Library. She is one of three full-time staff who works in the Children's Department. Acknowledged Faith Wormsbacher who does the children's programming and Pat Schade who is the Library Assistant who takes care of the day to day details. The Children's Department is a public service department who offers books, magazines, audio books, music CD's, movies and unusual material as puppets, fishing poles and hooked on phonics. Also offers programs, reader advisory and reference assistance not just to children but also to their parents, give givers and teachers. Ms. Rose also mentioned the average of 30% of the circulation here at the Main Library comes from the Children's Department and their circulation has been steadily increasing every month this year over last year by 1500 to 3300 item per month. They hand out approximate 100 library cards a month. They also help collect fines and help with patron holds and request. Answers 150 to 200 questions per month, over sees eight (8) public access computers with internet access and educational games, responsible for planning and setting up programs for children, offers 20 to 30 programs a month and continuous planning for the quarter ahead, reaches out to home schooling families, give tours and involved with outreach programs such as Literacy Fair, Goodell's Fair, Learning Train, Art on the Avenue, Main Street events. She also weeds the collection and orders the material for the department. Also expressed all three (3) staff members work together as a team to support each other in their own areas to serve the patrons of all ages.

III. CITIZENS' COMMENTS:

Kathleen Wheelihan noted on having to work in the Children's Department before she hopes the board can recognize and actually absorb and grasp how much she was talking about for three people. It's absolutely amazing what they accomplish and beyond that.

Chairperson Larson welcomed new board member Lisa Vesper.

IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Member Vesper to approve the August 15, 2006 regular meeting minutes as received. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained regarding the energy bills there was a difference of about \$300 compared to last year bills. Moved by Vice-Chairperson Praet and supported by Member Moran to approve the Regular invoices for August 2006 totaling \$7,763.96 and Millage invoices for August 2006 totaling \$73,151.57. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick noted we are on track for spending and will be starting to monitor the year end budget. Revenue is about the same estimate as last month. Compared to last year we had \$535,000 and right now we have \$507,000 as we are behind in penal fines. Year end about \$40,000 under in revenue. Director Warwick also noted he took the appropriation transfer and listed that separate. We have no control over this area and by moving, it gives us a better idea on those discretionary areas. Chairperson Larson noted it's always good news to see our revenue's are coming in a little above projections and expenditures are within budget or some what less budgeted. He and Director Warwick discussed prior to the meeting to look at alternatives over the next three (3) months that maybe in the 2007 budget we could spend this year and for those dollars that we may not need in next years budget do what we have done this year can we can use for other activities, but we certainly would like to stay as close as we can. Moved by Member Moran and supported by Member Vesper to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained he included in his report the items of what we are looking at right now to be implemented in January. We are discussing with TLN regarding the 6th day van delivery. A survey is finished and he has also sent out a message to staff giving them an opportunity for them to do the survey and for a few extra dollars there will be two surveys one for staff and one for public. This survey is available online and hard copy. Director Warwick also noted the board needs to start thinking about a board workshop (evening/Saturday etc.). Chairperson Larson explained a few issues to look at perhaps is management reorganization, staff hours other implementations and building survey (needs), long range planning. Director Warwick will put together by the next meeting an agenda for this workshop. Director Warwick also asked is it time to combine our budgets? Chairperson Larson explained there is no requirement to have separate budgets and no formal action is required to combine the budgets. It's management's recommendation to go ahead and combine the two budgets. Please contact either Kimberley Radatz or Kathy Wall in the Business Office if any one is interested in attending the MLA Conference. Director Warwick acknowledged Millage Campaign Coordinator Ann Maas thank you notice.

b) Department and/or Committees.

Chairperson Larson acknowledged the department head reports are very informative. Vice-Chairperson Praet asked if the staff will have to go through the bidding process again. Chairperson Larson explained it would be a union/management discussion and not sure if this has been done yet.

c) Other.

Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file Library Director's Report and Communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) Annual Review and re-adopt By-Laws.

Director Warwick explained there were three (3) changes that Corporate Counsel recommended: Change one (1) under Article V. Meetings Section 1. Deleted the word noted and replaced with the following; scheduled and posted in accordance with the Open Meetings Act. Change two (2) same Article Section 7.1 Agenda. Added Amendments to the Agenda after Call to Order and Attendance. Change three (3) same Article Section 7.2 added to the sentence ending with, of agenda items the following; provided the Citizens' comments will come immediately after the Approval of the agenda. Moved by Member Moran and supported by Member Vesper to receive and approve as amended. Motion unanimously carried.

b) Millage Committee Report.

Ann Maas the coordinator for the Millage Committee gave a summary on the report which was prepared for the St. Clair County Library Board. The committee met on August 31st and identified the strengths and things that did not work out in the plan. Basically the Millage Committee was really pleased with not just the outcome but with the process that were apart of the Millage efforts. The recommendation that they mostly identified as being critical to future Millage is for the Friends of various library's to work together. Chairperson Larson acknowledged the appreciation of her leadership, her involvement and her efforts. Member Moran mentioned this report is very valuable to the library and also noted it was discussed that one person from each friends group should meet as a group. Moved by Member Moran and supported by Vice-Chairperson Praet to receive and file Millage Committee Report. Motion unanimously carried. Chairperson Larson hopes that management would develop a strategy to assist each of the friends groups either as a group or individually. Maybe quarterly or once a year a combined Friends activity to generate dollars to support the Millage. Member Moran would like to see someone from each friends group volunteer or maybe all meet once a month to brain storm and take back that information to their individual friends group instead of trying to get whole Friends groups to meet with whole groups.

VIII. NEW BUSINESS:

a) Change Regular Board Meeting Dates – October, November and December to the 3rd Monday at EOC.

Chairperson Larson explained Member Vernier asked both him and Director Warwick if we would be willing to change the last three (3) months due to his schedule of classes. Moved by Member Vesper and supported by Member Moran to change the regular meeting dates and location for October, November and December of 2006 to the 3rd Monday from the original 3rd Tuesday meeting dates and location. Motion unanimously carried.

b) Microfilm Reader/Printer.

Director Warwick explained they are still working on and would have information regarding the reader/printer at the next meeting.

c) Postage Equipment.

Director Warwick explained the recommendation is the Hasler equipment for purchasing at \$7,313. Moved by Member Moran and supported by Member Vesper to approve the purchase of the Hasler postage equipment. Motion unanimously carried.

d) Schedule for Year 2007 meeting dates and locations.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the schedule for year 2007 meeting dates and locations. Motion unanimously carried.

e) Authorization to proceed with R.F.P. on Building Assessment Study.

Chairperson Larson explained the County will not pay for this study and feels that the board needs to have this done. We could put together a building renovation updated plan and share it with the Board of Commissioners and County Administrator Shaun Groden. Moved by Member Moran and supported by Member Vesper to proceed with the R.F.P. for the Building Assessment Report. Motion unanimously carried. Chairperson Larson reminded them the motion is not a commitment to spend any dollars but a commitment for staff to proceed.

f) Building Space Enhancement.

Director Warwick requested authorization to spend up to \$10,000 to sound proof and add an office for Adult Services Coordinator Dale Kittendorf and change things around a little bit. Director Warwick also explained he would ask the County who they would recommend. Moved by Member Moran and supported by Vice-Chairperson Praet to authorize the Director to spend up to \$10,000 to facilitate an office and some other enhancements among the administration wing. Motion unanimously carried.

g) Service Enhancements.

1) Library hours.

Moved by Member Moran and supported by Member Vesper to authorize the administration team to set the hours of operation for all our facilities based on data gathering in the survey and staff input. Motion unanimously carried.

- 2) 6th Day Van Delivery.
Director Warwick asked for authorization to sign a contract with TLN for up to \$13,534 for a sixth day delivery service (Wednesday). Moved by Member Moran and supported by Vice-Chairperson Praet to authorize Director Warwick to sign a contract with TLN for up to \$13,534 for sixth day delivery service. Motion unanimously carried.
 - 3) RESA – Burtchville Fiber Agreement.
Moved by Member Vesper and supported by Member Moran to authorize Director Warwick to sign the Letter of Agreement with RESA. Motion unanimously carried.
- h) Purchase of Van.
Director Warwick explained we would be purchasing the van out of this year’s budget with Dale Kittendorf doing the research on it and we would be purchasing it through the County with the State contract that the County has.
- i) Board Member Reports.
Vice-Chairperson Praet – Spoke with Branch Librarian Vicky Hurley at Marysville, things are going fine and next Monday they are having their open house. There will be a running series of discussions on history of Marysville they expect quite a few people to attend. They have computer classes scheduled for November “Introduction to EBay” twice as many people signed up. Spoke with Assistant Branch Librarian at G. Lynn Campbell, their sign up for this month is going slow. Two teachers stopped in and took applications back to class. They also have the same contest going for Teen Read Week. In St. Clair they are waiting to see if a person is being hired also they are still working on their work plans. Branch Librarian Julie Alef also asked why most of the floaters are at Burtchville right now. Branch Coordinator Peggy Guoin explained she fills request that come from everywhere and not just one place.
Member Moran – Branch Librarian Lori Herrington did a great job at the Memphis Days. Both Branch Librarians Linda Aguinaga (Capac) and Lori were talking about wanting to improve the homeliness, maybe offer coffee through the Friends Group. Director Warwick explained if this is something we are considering it would be offered to all facilities. Linda would also like to have a space study done.
Member Vesper – Spoke to Branch Librarian Kaye Ray in Yale same issues about space (concern), they have a few programs coming and they are also really excited about the survey. Their looking forward to finding out what hours the patrons want and how they want to use the library.
Chairperson Larson – No report.
- j) Election of Library Board Officers.
Director Warwick requested nominations for Chairperson for Library Board. Member Praet nominated Member Larson for Chairperson. Director Warwick asked for final nominations for Chairperson of Library Board. Hearing no other nominations, nominations is closed. Vote taken by Director Warwick, members all in favor. Nomination passed.
Director Warwick requested nominations for Vice-Chairperson for Library Board. Member Moran nominated Member Praet for Vice-Chairperson. Director Warwick asked for final nominations for Vice-Chairperson of Library Board. Hearing no other nominations, nominations is closed. Vote taken by Director Warwick, members all in favor. Nomination passed. Director Warwick congratulated both Chairperson Larson and Vice-Chairperson Praet.

NEXT REGULAR MEETING DATE. Monday, October 16, 2006 at 6:30 p.m., located in the Meeting room of the EOC Building, 108 McMorrان Boulevard, Port Huron.

IX. Adjournment. Meeting adjourned at 8:04 p.m. by Member Moran.

Arnold H. Larson, Chairperson

Respectfully Submitted:

James F. Warwick, Director/Secretary