

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES WORKSHOP MINUTES

TIME & PLACE: 9:00 a.m. Saturday, September 8, 2007
200 Grand River Avenue, Port Huron, St. Clair County Administrative Office
Building, Conference Room A.

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

ABSENT: Member Peter Vernier

ALSO PRESENT: Allison Arnold, Dale Kittendorf, Kimberley Radatz and Janet Rose. County
Administrator Shaun Groden, Mike Donahue; BMJ Engineering & Surveyors,
Char Ezell; The Extra Edge. Others: Kathleen Wheelihan.

1. MEETING CALLED TO ORDER BY Chairperson Larson at 9:05 a.m.

Chairperson Larson introduced Char Ezell from The Extra Edge whose purpose here today is to give an over view of the project in terms of Long Range Planning.

2. Long Range Plan: (Char Ezell)

a. The Library of the Future.

Ms. Ezell thanked the board for inviting her. She gave an informative presentation on "Library's of the Future" sharing library trends. Ms. Ezell also distributed and reviewed the Strategic Planning Activities (Timetable) for the library from September 2007 through January 2008. Chairperson Larson asked if we were going to use all of the questions on the survey. Ms. Ezell noted no not as many (found the surveys to be to long). Chairperson Larson explained he would like to see a process that forces us to review the plan periodically (maybe discuss at the board's workshop). Chairperson Larson also noted he thinks there should be a process for both management and the board to interact relating to the goals for the Library. Ms. Ezell offered the board to invite her back every year and she would facilitate their meeting rather they look at the annual plan for the past years and the next and how we can move forward. Member Moran noted once things are organized and things are in place people are more open at looking than just talking. Assistant Director Arnold stated she hopes this plan is in plain English and also how we measure the success also staff needs to know what we are working on!

Chairperson Larson thanked Ms. Ezell and acknowledged it was very informative and helpful and enjoyed the slide presentation.

3. 2008 Budget:

Director Warwick presented a balanced 2008 budget with a detailed summary of both the revenue and expenditures. Director Warwick explained that the State funding was reduced as to the uncertainty of the State's funding situation (also noted we could revise this as the situation becomes known). Personnel – Any unfilled 2007 positions were either removed or listed as not funded. Also noted \$75,002.25 was taken off the top of salaries due to we are always under spent. Chairperson Larson noted there will be no eliminating of staff positions.

Supplies – Was reduced based on 2007 usage.

Maintenance & Repair Supplies – Supplies were increased due to increasing cost.

Service area – Tax tribunal, branch reimbursements are included in this area and were also increased.

Director Warwick explained the budget was examined in all areas to see where we could cut or where we had to add.

Cataloging Services – Was reduced due to the discontinuation of the TLN cataloging services for OCLC for a savings. Included delivery cost due to state funding, Director Warwick would be attending a meeting at TLN (The Library Network) next week to see how things are going.

Program awards and Program Promotions – Was tightened.

Capital Outlay – Wish lists were removed. Reduced the cost for wireless (possibility of receiving assistances from a Technology grant, Community Foundation and Friends Group). Five check outs were included (trends in society). Adult Services Coordinator Dale Kittendorf explained once the survey is completed for the self check outs we will receive a more accurate cost for the equipment. Director Warwick, once this is done it's another thing we can add to the budget. Material budget is back to the 2006 level. Also noted the cost for electronic subscriptions are down due to the State now providing.

Director Warwick acknowledged this is a tight budget; depending on what the state does in terms of the state library it can give us flexibility. Does not expect penal fines to increase, may see an increase in interest (tax tribunal). With this budget we can perform the services that our citizens expected when the Millage came in. Also noted when we went for that Millage it was with expectation that the other revenue sources would stay stable and that did not occur. Chairperson Larson explained this is a preview of the budget and if we find later in the year that the need is greater Jim and staff can come back and request an adjustment. Also noted he thinks Jim and the staff did do what they asked them to do, create a balance budget, maintain staffing, program and services. This budget will be approved at the next board meeting and if necessary we can revise this budget before December should things change.

Three minute break

4. Main Library Building Summary Report: (County Administrator Shaun Groden & Mike Donahue BMJ Engineers & Surveyors):

Chairperson Larson explained that both Shaun and Mike were asked to highlight the report.

Mr. Donahue gave a break down by system and giving a general observation of the facility.

General structure is probably average to good. The main issue is the North entrance over hang. Roofing is in very good condition and could be maintained on as you go basis. Minor repairable structure issues (water getting into the building). Vice-Chairperson Praet asked if the roof has asbestos. Mr. Donahue explained they did not check but given the fact that it's about ten - fifteen years old. If there is any asbestos it's called the matrix and it's the material it self may obtain asbestos but considered least friable type of asbestos. Noted there are minor crazing and checking of the material (roof).

Mechanical: HVAC system is the original, forty-one years old with minor upgrades. This system is on its last leg and should be replaced. With the Return Air System there is very little basement air returned to the HVAC system and very little air is returned to the HVAC system (draft).

Electrical: Existing lighting, power and emergency systems are approximate forty years old. The main electrical service equipment is in good condition but does need a thorough cleaning and preventative maintenance check (once a year). Could also do a infrared study on all of the contacts (hot spots).

Distribution System: System was not designed for today's new system and will have to be reworked. Need a new main frame.

Existing incandescent lamp fixtures should be replaced with modern compact fluorescent fixtures and the existing fluorescent fixtures should be replaced with new 32 watt T-8 lamp fixtures with electronic ballast.

Fire alarm: System is manual and no documentation on it and should be replaced with a digital system.

Plumbing: In very good mechanical condition. Fixtures are large and originals. Also noted we should have at least one barrier free restroom on each floor.

General structure of building: Over hang on the north entrance (sagging to the south and actual roof line its self sags east to west by 2 to 3 inches on one side). This will have to replace. Full replacement is about \$30,000 (removal and put back footings) other option is to replace with a canopy in the arrange of \$19,000 (take down and put up canopy). Also mentioned where ever he saw a water leak it was related to a sprinkler head problem (minor issue).

Minor issues on the outside of the building should be looked at this year this includes caulking the outside joints. Inside joints aren't quite the issue but the outside joints you want to do at least half this year or next year or so. Window replacements, study was done and would take at least 64 years for pay back! Roof repairs \$3,000. (bring in a roofer for 3 days).

Near future health and safety issues: Year 1 – Main HVAC Unit Plenum should be kept clear at all times from combustibile materials (found cardboard boxes, rubber tires and other material being stored in the room). Must be moved somewhere else. 1st floor exit sign near men's restroom and at the back of the stack area near the south wall exit sign has cardboard covering them (exit signs must be uncovered). Highly recommends to work with local fire department. Ms. Arnold explained these are not really exits. Director Warwick acknowledged the Library had their first fire drill. Didn't find a lot of mode except a few ceiling panels in the basement. Fire door located in basement (boiler room) is rusted and should be replaced. Also might want to think about updating (1) one restroom to ADA compliance with the first (3) three years.

If we were to stay in the building for ten years we will have to replace the boil, air handler unit's, air conditioner condensers and the control system.

Year two through ten – Electrical first year could clean the system and set up a preventative maintenance (\$2,000). Replace the incandescent lamp fixtures and existing fluorescent fixtures. Replace single phase panel boards with three phase panel boards and also replace three phase panel boards with new panels. (Director Warwick noted this should be done in 2 to 3 years due to the current problems). This can be phased in. Mr. Donahue stated he hate like heck as a tax payer himself to have a building that is fundamentally sound and not use it. This building is sound and over a ten year period could work out these problems and make them better. Director Warwick asked can we add on. Mr. Donahue, options would be to move personnel to another location and expand on the second floor but yes we can build on or maybe use the parking lot and build there. This building was well built and he is very impressed with the building! Chairperson Larson thanked Mr. Donahue and acknowledged his report was very informative. Chairperson Larson introduced Shaun Groden who represents the County and who owns the building. He came to share a little bit about the master plan and what might be available to the Library board should we choose to do a renovation/addition (are there dollars available/bonding authority available).

Mr. Groden explained it's not unusual to always hear how facilities are never maintained like they should be. Also explained if there is a pecking order of who the County thinks will be in the next round of major capital improvements or construction will probably not be the library but the Health Department (Health Department was built in 1930's and has a lot of issues). This doesn't mean the issues raised here are not real just means there are similar issues and at that facility as well in terms of how do take care of public in a sterile environment etc. A million dollar bond (take things over a ten year bridge) will probably run the library \$125,000 to \$150,000 for a year for a ten year bond. This is the peak of the budget season so if you are going to make any request now is the time to get some kind of, game plan, master plan, facility plan or phase plan (1, 2, 3 or 5 years). The budget will be adopted at the full board meeting in November (3rd Wednesday). Also mentioned expansion such as adding an annex (move administration into) off the South end or use trailers (this might be considered). EOC (Equal Opportunity Committee) building has extended their contact (court building has asked to move into the EOC building also). Some of the items mentioned can easily be handled from the maintenance stand point (down draft and ventilation system thinks could be handled by maintenance). Clean up and exit sign is imperative now (liability issue). Maintenance can also look at the roof. The best thing to do is a 1, 3 or 5 year plan or seek a million dollar fix (does this give us a ten year life then what happens in ten years). Mr. Groden asked has the board gone through

a process of where the Main facility would be located in the City. The City in relationship to other communities where we have facilities does not pay anywhere near what the other facilities pay. The jail will be demolished next year and this does afford a plot of property but no parking (Baird Street could be closed off). Another option would be to tear down the EOC building if becomes vacant. For a long range if there's going to be a brand new facility its going to be on the back side of the Health Department facility. The best bet is to do a 5, 10 year immediate repair than set us up for a new Main facility afterwards. Thirty years is the max for bonds for a new building. Mr. Groden gave an update on the tax tribunal and doesn't expect a settlement sooner than December 31st. Director Warwick asked Mr. Groden where do we proceed from here. Mr. Groden said this report should be forwarded formally to the Board of Commissioners and with it include recommendations by the Library board to phase in a plan (either an immediately plan or a 1,2 or 3 year plan or go for the full amount of a million dollars). Also noted (2) two trailers will most likely be available from the Day Treatment and Night Watch program when they move from that location. The administrative expense to issue a million bond is the same as if it was either a hundred million bond or a million; Mr. Groden said he would pay cash for it. Also notes it's a constant rub for the Board of Commissioners and the City board regarding what they pay for the Library.

Chairperson Larson explained he doesn't think they are ready to make a formal presentation to the Board of Commissioners, we have not done the planning, we might want to address the issues for the first year \$78,000 (Health & Safety issues). Chairperson Larson thanked Shaun for attending the meeting.

Chairperson Larson noted it will take at least six months or better to have a final plan (moving administration, trailers etc.)

5 minute break

5. Goals:

Director Warwick noted being that the 2007 goals have been discuss before he was not going to go through each line unless there were questions.

6. Patron Code of Conduct:

Chairperson Larson explained the Patron Code of Conduct will be reviewed at the next Board meeting due to limited time.

Chairperson Larson noted he felt it was very productive to have this workshop; hopefully he and Director Warwick can meet before the next meeting to discuss the plan for the Commissioners.

Meeting adjourned at 12:13 p.m.

Respectfully Submitted:

Helen M. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary