

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 18, 2006
7065 Meldrum Road, Fair Haven, Ira Township Fire Hall

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

ABSENT: Kathy Nicholl

ALSO PRESENT: Following staff members: Julie Alef, Allison Arnold, Melissa Davis, Peggy Guoin, Gary Kupper, Kimberley Radatz, Janet Rose and Sharon Smith. Other: County Commissioner Pamela Wall, Radio First announcer Jim Matthews, Times Herald Reporter Shannon Murphy, Jerilyn Brown, Gretchen Krug, Ann Maas and Kathleen Wheelihan.

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

Pledge of the Allegiance

II. APPROVAL OF AGENDA:
Moved by Vice-Chairperson Praet and supported by Member Moran to approve the Agenda as received. Motion unanimously carried.

Department's Report – Millage Workshop Report. Director James Warwick, Friends Member Ann Maas, Library Board Member Lynn Moran, Branch Librarian Julie Alef and Librarian Dale Kittendorf attended the Library Millage/Bond Issues-Getting to Yes Workshop on March 31st. Ann Maas presented a summary on the workshop including the following information; the library needs an outside objective survey, use target mailings, explained the role of the friends and staff. We also need to have a polling exit survey and advertise. Branch Librarian Julie Alef also noted we need to find out where our opposition is so when we do the print and/or give a speech we can address these objections specifically. Member Lynn Moran also gave a summary on what the library board will need to do. This summary included getting our message out in a clear and precise way. We need to form a committee and locate a campaign manager. Also Millage information needs to get to key people in our areas. The public needs to understand clearly the results of a Millage failure, to know what the impact would be on families in terms of what the cost would be of a book etc. and to spell out clearly the Library's plans and objectives. Also spell out how the dollars will be spent. Director Warwick is currently putting together a presentation for the Millage and also noted he will also need to prepare a resolution for the County Commissioners. Board received a detailed packet on the Library Millage workshop. Chairperson Larson explained fortunately some of these things are already taken place as we speak.

III. CITIZENS' COMMENTS:
None

IV. APPROVAL OF MINUTES:
Moved by Vice-Chairperson Praet and supported by Member Moran to approve the March 21, 2006 Regular meeting minutes with the following two corrections changing Chairperson Larson to Vice-Chairperson Praet calling meeting to order and attendance (located on page 1 Part I. Call to Order and Attendance) also correction of Mr. Shaun Gordon's name (located on page 2 Part VI. Communications) under section a) Library Director's report. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Vernier to approve the Regular invoices for March 2006 totaling \$7,037.47 and Millage invoices for March 2006 totaling \$86,843.67. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick reviewed the Library Materials Expenditure Report dated as of April 4, 2006 and reviewed the Summary of Revenue Report and noted he is pleased in the following areas fines, sales and rent because in these areas we were under achieving. Director Warwick to give Library Board an updated figure on Penal fines. Also reviewed the Summary of Expenses and noted the Library is under budget. We need to make sure we keep an eye on capital outlay because it's a little under.

Moved by Member Vernier and supported by Member Moran to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick acknowledged and passed around the Literacy award presented to the Library for the youth services program. We were recognized number one in the State. Also acknowledged it very much had to do with our Children's Coordinator Janet Rose. She has been doing an excellent job in guiding the efforts of our children's programming in all of our branches (Summer Reading Programs, program specialist meetings). Award to be rotated among branches. Director Warwick also noted the positions the board authorized several months ago have been filled and we're in the process of training these staff. Branch Librarian Patsy Beischer from Capac has retired. Branch Librarian Linda Aguinaga has filled this position from Memphis and Assistant Branch Librarian Lori Herrington from Yale has been promoted as Branch Librarian for Memphis. Chairperson Larson asked about Stanley Arnett's retirement dinner. Director Warwick noted it was a very nice retirement dinner and we presented a proclamation to Stan. Chairperson Larson asked if we heard anything regarding the Detroit Edison Tax Tribunal. Director Warwick noted hopefully by Fall it should be resolved. Commissioner Pamela Wall noted they're hopeful it would be heard sometime in the Fall. She also noted two other similar cases the formulas that were used to calculate the assessments for utility companies were upheld. Director Warwick noted the Library had team training within the last month and staff in-service training is coming along quite well. He noted Peggy Guoin is doing an excellent job coordinating it and Melissa Davis, Allison Arnold are also on the committee. They are currently working on the contents of the second session.

Moved by Member Moran and supported by Member Vernier to received and file Communications. Motion unanimously carried.

b) Department and/or Committees.

Chairperson Larson noted he appreciates the opportunity to review these reports and particularly the communication committee reports.

c) Thank you notices.

Bank One

First Night Port Huron

MainStreet 15th Annual Dinner Meeting & Silent Auction

MainStreet 'Luck of the Irish'

Staff member Lori Herrington

STAR patron

Director Warwick noted the Library is still supporting the First Night program (important program).

Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file Thank you notices. Motion unanimously carried.

VII. OLD BUSINESS:

a) Proposed 2007 Restoration Budget & As Is Budget 2007.

Director Warwick noted the board was provided two budgets (Restoration Budget and an As Is Budget for 2007) and also explained the draft document (blue document). Basically this is a list of what the Library is trying to restore. Also noted the board was provided a comparison budget comparing the Restoration and the As Is Budget. The As Is Budget reflects a \$604,172 deficit. Director Warwick provided tonight a report on the fund balance through year end 2007. Chairperson Larson explained he has mentioned this already to the board and County Commissioners unless we receive additional Millage, the County is able to appropriate more money to support the Library or we cut services we are going to be in a deficit spending. Also stated we need to give our voters an opportunity to reflect their support or need to continue Library services. Chairperson Larson noted two tenths of a mill will generate about a million two and a point would generate about six hundred and seventy thousand. Chairperson asked the board are they supportive of the restoration budget which includes enhancements? Also noted he feels that it's the board's responsibility to try and insure and maintain services for our patrons in our community and give them an opportunity to indicate their support or non-support. Director Warwick explained the median price of a house (census figure of 2000) is \$122,700. Its taxable value is \$61,000 and also noted two tenths of a mill would be \$12.27 more a year. Director Warwick explained you could hardly buy a trade paperback for this price and the cost of a hard cover book is around \$26.00. Total would be \$42.95 for the whole year (less than two hard cover fiction books). Chairperson Larson explained the board has been provided two budgets. One is the continuation of the current (no restoration no enhancement) and shows a deficit of about \$600,000 for year 2007 or including enhancements and restorations which actually increases about \$700,000 in terms of revenue needs. The board does not need to take action to approve the document tonight. This is only a document to work from. Also important to understand is the increase really is a combination of County cost allocation (\$348,000 approx.) and restoration which is renewing services that were eliminated since 2002 (\$492,000 approx.) and the enhancements which are new and increased services which the Library has not provided before (\$338,000 approx) to come to the total of \$1,178,000 unless there are any proposed changes, we need to move on.

VIII. NEW BUSINESS:

a) Resolution for Millage.

Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the Resolution as presented.

Director Warwick reviewed the Resolution Requesting to Approve Restoration Budget Proposal. Member Vernier asked can the board go longer than four years? After further discussion Director Warwick noted yes. Vice-Chairperson Praet discussed with her Friends the choice of two proposals or having both on the ballot (renewal and the increase). Majority of the Friends in Marysville would like to see both proposals on the ballot. Vice-Chairperson Praet noted her reasoning is if it doesn't pass we would have to go back in November and split it into two proposals. Chairperson Larson noted if the decision was not to support he didn't think the Library would be in a situation to come back for just a continuation with a half of mil. Member Vernier noted the Library could not operate on a half of mil. Noted .7 of a mil is actually a minimum operating toward a good library. Chairperson Larson noted should the voters decide not to support the request (feels positive they will though) we need to be looking at a variety of options that might be available to the board to either come back with the same amount, to reduce some programs or request additional support from the commissioners. Member Moran noted we need to get the word out to the public on what the impact will be. Don't be wordy! Roll count vote taken by Administrative Secretary Kimberley Radatz: Vice-Chairperson Praet yes, Member Moran yes, Member Vernier yes and Chairperson Larson yes. Vote passed with four (4) yes with one (1) absence Kathy Nicholl.

Chairperson Larson, Resolution has passed and also noted Director Warwick would make the necessary changes as discussed on the resolution and forward to the Board of Commissioners. Chairperson Larson noted they will be taking steps outside the board meeting to put together a Millage committee including a campaign manager. There will be more information at the May meeting regarding the Millage. Resolution will be submitted to the County Commissioners within the week and presented to the whole board on May 3rd. Member Moran noted Mr. HC Snyder would share what he has done in the past but would not be the campaign manager this time. Chairperson Larson and Director Warwick both will solicit names to the Friends for a campaign manager the first of next week. Fact sheet will be provided.

b) Board Member Reports.

Vice-Chairperson Praet – Branch Librarian Julie Alef attended tonight’s meeting and noted they are moving things around at the St. Clair Branch to make better use of the space. The staff has expanded the new book area and also doubled the large print area, also working towards cleaning out another storage area and creating an Adult Literacy tutoring area. She spoke with Branch Librarian Jane Perukel at G. Lynn Campbell. Jane mentioned that Commissioner Howard Heidemann stopped in and was given a tour. Everything is clicking right along and their used book sale sponsored by their Friends is scheduled for May 10th, 11th and 13th. Marysville has scheduled lots of programs for June. On April 24th their final speaker series will be Terry Ernest talking about the Wills Ste. Claire Automobiles. Used book sale sponsored by the Friends is scheduled for May 4th and 5th 9:00 to 5:00 p.m.

Member Moran – Welcomed new Branch Librarian Lori Herrington at the Memphis Branch today (she’s very nice and thinks she’ll be a good fit). Visited with Branch Librarian Linda Aguinaga who is happy to be in Capac (closer to home).

Member Vernier – No report

Chairperson Larson – Naples was wonderful. After looking at some of the information Burtchville continues to progress with their plan. Architectural plans have been completed. Also noted he is very pleased with their township supervisor’s support. Also acknowledge we needed to have a branch library in that section of the county for a long time. Director Warwick mentioned the circulation was up by 10.16% 3rd month in a roll.

Director Warwick noted the next meeting will be hosted at the Memphis Branch and also thanked Ira Township Fire Chief Mike Holt for setting up the meeting room for tonight’s meeting.

NEXT REGULAR MEETING DATE. Tuesday, May 16, 2006 at 6:30 p.m., located at the Memphis Public Library, 34830 Potter Street, Memphis.

IX. ADJOURNMENT: Moved by Vice-Chairperson Praet and supported by Member Moran to adjourn meeting. Meeting adjourn at 7:54 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary