

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, April 28, 2009
34830 Potter Street, Memphis, Memphis Branch.

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Janna Soelter and Lisa Vesper. DIRECTOR: James Warwick.

ABSENT: Helen Praet

ALSO PRESENT: Staff: Allison Arnold, Anne Marie Bedard, Jeanette Brown, Peggy Guoin, Lori Herrington, Dale Kittendorf, Kimberley Radatz, Janet Rose and Judy Weaver.
OTHER: Jerilyn Brown, Leslie Henly, John Pettinato and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:35 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:
None.

III. APPROVAL OF AGENDA:
Moved by Member Moran and supported by Member Soelter to approve the agenda as received. Motion unanimously carried.

Department Head Report – Lori Herrington – Memphis Branch Manager.

Branch Manager Lori Herrington thanked everyone for coming. Ms. Herrington explained they have a real exciting month coming up. Complimented Assistant Branch Librarian Judy Weaver on her programming. Recently they had an Irish dance program and fifty attended. Memphis hit a big milestone for the month of April they hit the 4,000 item circulation mark (meaning 1,569 more items circulated since three years ago). Chairperson Larson asked what renovations are happening at the Branch. Ms. Herrington noted nothing as of yet. However she has applied for various grants. Assistant Director Arnold noted the funds are available for Memphis in 2009. But the funds allocated for the Branch is not enough to cover the full need of the renovation plans. Chairperson Larson noted he would think within the next month or two they would get an update with projected cost. Chairperson Larson encouraged them to move forward on a plan.

IV. CITIZENS' COMMENTS:
None.

V. APPROVAL OF MINUTES:
Moved by Member Soelter and supported by Member Moran to approve March 24, 2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Moved by Member Vesper and supported by Member Moran to approve invoices for March 2009 totaling \$225,419.45 as received. Motion unanimously carried.
b) Acceptance of Financial Reports.
Assistant Director Arnold noted we received a check in the amount of \$52,358 for State Aid and recently received a check approximate amount \$21,000. Chairperson Larson noted penal fines are still down as well as interest revenue. Office Manager Kimberley Radatz noted interest is less than 1 percent and currently have an approximate \$5.1 million invested in High Yield Savings Account and CD. Also noted we are not the only

one where the interest is affecting them! Ms. Arnold noted regarding the expenditures we seem to be doing alright on personnel and under in the local unit however they are coming in now. Library material we are a little ahead. No appropriation has been transferred.

Moved by Member Vesper and supported by Member Moran to receive and file March 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Chairperson Larson noted the library had no input regarding the DTE Settlement neither did the County Administrator or County Assessor in turn of how the payback would be done except for the attorney. It turned out we had \$958,000 set aside for payback plus the \$260,000 in this year's budget and out of that we'll be paying back \$491,869 giving us \$700,000 from being restricted to our potential fund reserve which puts us up to a roughly million two. It is settled and came out positive for the Library! Chairperson Larson asked for a tour of the compact shelving once back at the Main Branch. Ms. Arnold noted in Director Warwick's report the volunteer Coordinator's position that the job description has been adjusted and this position will be a part-time reference position (working a night and weekend rotation) and special duties have been added. We are looking to have someone hired by June 1st. The focus will be on making connections in the community with other organizations (dealing with homebound services and volunteer opportunities) as well as developing and writing volunteer programs for the entire system. Hopefully by the end of the year we'll have something we can work with to implement the first of the year as well as have an avenue where we can connect to for volunteers (database).

b) Department and or Committee.

c) Other.

Moved by Member Moran and supported by Member Soelter to receive and file Communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) None.

IX. NEW BUSINESS:

a) QSAC - Review.

Librarian Anne Marie Bedard and Branch Coordinator Peggy Guoin noted they are pleased we reached this point! Ms. Guoin complimented MS. Bedard for her work on the QSAC project. Ms. Bedard explained there are three (3) areas we did not meet.

1. Human Resources: Performance Review. Goal is to establish a system of annual work plans and evaluations for department heads/library branch managers, to be put into place by 2010.

2. Facilities and Equipment: Lighting Standard. The library's internal lighting meets Institute of Electrical and Electronic Engineers standards of at least 50 foot-candles on reading surfaces. (Marysville, Algonac-Clay, Marine City, St. Clair, Burtchville and Capac do meet the specification). The Main Library meets the specification at most reading tables. However these locations are less than 50 foot candles: Children's reading table – 34 foot – candles, Children's reading circle table – 34 foot – candles, Michigan Room patron table – 31 foot – candles. G. Lynn, Ira, Memphis and Yale do not meet this specification.

3. Public Relations: Public Relations Policy needs to be written.

Chairperson Larson noted he appreciated the report. It gives us an idea where we stand and areas where we need to develop a policy also noted he has already spoke with Director Warwick regarding the lights and suggested perhaps the County's electrician visit the branches and see what options we have to increase the lighting and regarding the evaluations. We'll have to look at different techniques to solve this. Noted to Ms.

Arnold he is hoping that Administration will take these up and come back with some recommendations to meet these quality standards over the next six (6) months then begin to look at the next level. Thanked Ms. Bedard and Ms. Guoin.

b) DTE Settlement Approval.

Moved by Member Moran and supported by Member Vesper that the Library Board receives the attorney's decision in which we support the expenditure out of our Library Millage of \$491,869 for the payment of the settlement of the DTE tax case. Motion unanimously carried.

c) Board Member Reports.

Member Vesper – Visited the Yale Branch and it was mentioned they have spoke with the Yale Municipality and have agreed to work with the library regarding building issues. Member Moran – Capac Branch is coming along very well. Forty volunteers showed up to assist with the changes. They did experience some problems removing the carpet. However everything is falling into place and plans are to open on Monday. Ms. Guoin noted there might be a timing problem regarding the delivery of shelving. Chairperson Larson authorized the rental of a U-Haul truck to move shelving to Capac.

Member Soelter – The TIPA Board approved the addition to the Marine City Branch. Both Member Soelter and Branch Manager Lois Kaufman visited the Harper Woods Library for ideas. Ms. Guoin noted her and Ms. Arnold attended a meeting with the architect and board regarding the St. Clair Branch addition. The library would be losing a few parking spots (very minimal). Ms. Arnold noted the start date of the project has been delayed for a month due to going to the planning committee.

Chairperson Larson – Thanked the staff for inviting the board to their branch.

NEXT REGULAR MEETING DATE: Tuesday, May 26, 2009 at 6:30 p.m., located at the Algonac-Clay Branch, 2011 St. Clair River Drive, Algonac.

X. ADJOURNMENT: Meeting adjourned at 7:25 p.m. by Member Vesper.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary