

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, August 17, 2004
310 S. Second Street, City of St. Clair, St. Clair Public Library
- PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet and Peter Vernier.
DIRECTOR: James Warwick.
- ABSENT: Lynn Moran and Lori Vinckier
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Branch Librarian, Mary Kelly; Assistant Branch Librarian, Joni LeRoy; Branch Coordinator, Peggy Guoin; Branch Librarian, Julie Alef; Children's Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Marilyn Cooper, and Gretchen Krug.
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:32 p.m. All members present except Vice-Chairperson Moran and Member Vinckier.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Praet to accept the Agenda as amended to include under New Business: (c) Approval to purchase smart cards in the amount of \$38,700. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
Marilyn Cooper Co-Chair of the Friends of Butchville/Lakeport Book Deposit complimented Assistant Branch Librarian Anita Jackson in doing such a wonderful job also requested the board to review the possibility of increasing hours at the Lakeport Book Deposit. Item to be placed on next month's agenda.
- IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Member Vernier to accept the July 20, 2004 Regular meeting minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
Director Warwick received the audit for 2003 and sent copies to board members, has not had a chance to compare with year-end report. Income was less than what we expected, surplus in the fund balance is 1.25 from 1.1 million also the County has ear marked \$163,000 (from fund balance 1.25) for the DTE Tax Tribunal for 02 and 03.
- a) Approval and Ratification of Bills.
One invoice over \$10,000 is library material purchased on a procurement card. Moved by Member Praet and supported by Member Vernier to accept the Regular invoices for July 2004 totaling \$7,128.50 and Millage invoices for July 2004 totaling \$43,547.15. Motion unanimously carried.
- b) Acceptance of Financial Report.
- VI. COMMUNICATIONS:
a) Library Director's Report.
Director Warwick received a letter asking him to serve as one of the Library Directors on the Drafting Committee of Plan of Service and developing a Strategic Plan for TLN (The Library Network Cooperative).
- b) Department and/or Committees.
Chairperson Fernandez acknowledged the St. Clair Branch for having Rodney Green as the Chair of their Friends group. Commended Branch Librarian Kaye Ray for her involvement with the Rural Library Conference and also thanked everyone for submitting department reports.

- c) Thank you notices:
St. Clair County Health Department – Learning Train
Moved by Member Vernier and supported by Member Praet to receive communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) 2005 Budget.
Director Warwick explained it has been a better budget year due to the tax appeal and the IT Department, he was able to increase program supplies and material budgets but will be cautious in the material spending because of fines and rental revenue is still not coming in as expected. Budget 05 has already been submitted to the County but changes can still be made. September 1st Budget Committee review starts and on October 1st Budget Committee proposal is due to the County Administrator. Also noted if Lakeport's request is approved there would not be any changes made to the budget but only to incorporate the change. Director Warwick thanked Kimberley Radatz, Peggy Guoin, and Stanley Arnett regarding the budget.
Moved by Member Vernier and supported by Member Praet to approved the 2005 budget. Motion unanimously carried.
- b) Detroit Edison Company Tax Assessment Appeal Letter.
Received nothing new.

VIII. NEW BUSINESS:

- a) Approval to purchase a commemorative book for Randy Fernandez.
Director Warwick thanked Randy Fernandez for his two years of out standing work with the Library.
Moved by Member Vernier and supported by Member Praet to purchase a commemorative book for Randy Fernandez. Motion unanimously carried.
- b) Library Director Evaluation.
Chairperson Fernandez asked Director Warwick to have the Library Board follow up with his evaluation and also sit down with him to discuss further. Also requested a copy of the evaluation be sent to his attention. Director Warwick will notify the two absent board members and have them forward their evaluations to his attention and then be compiled by a board member. Moved by Member Vernier and supported by Member Praet to table the Library Director Evaluation to September meeting. Motion unanimously carried.
- c) Approval to purchase smart cards.
Moved by Member Praet and supported by Member Vernier to approve the purchase of smart cards in the amount of \$38,700. Motion unanimously carried.
- d) Board Member Reports.
Member Praet – At the G. Lynn Campbell Summer Reading closing party they had 50 people who attended, their Friends Group purchased refreshments and had lots of prizes. Also noted that everyone in the program was able to receive a gift/prize. Assistant Branch Librarian Veronica Ruck sent requests out to local business asking for donations. Also getting prepared for their fall programs and their Friends group will be starting back up in September. Marysville had a magician at their closing party. Branch Librarian Julie Alef explained that their Teen Reading Program was fun. There were 23 local businesses that donated items. Also the little kids Summer Reading ending party is this Friday. It has been a very busy summer! Their Friends are sponsoring an Scholastic Book Fair from August 19th – 26th.
Member Vernier – Thanked Randy Fernandez for his services, he kept things moving and did an excellent job during the couple of years he served on the board.
Chairperson Fernandez – Acknowledged he's very proud as a board that we have a fund balance of a million dollars and that they started an endowment fund through the Foundation over the last couple years. Also noted nothing is perfect and there are many things still to be accomplished with the Millage and things coming up. The thing that he'll miss the most is the people. Thanked entire board, James Warwick, Friends of the

Library and employees of the Library. Has met with Director Warwick to discuss the current reduction of hours for Page positions and met with Commissioner Lee Masters and Administrator Troy Feltman to discuss these reductions. Director Warwick is to contact Bob Kempf because there has been \$8,000 dollars provided to the Library for reinstating these Page hours sometime in the near future. Thanked Commission Lee Masters and County Administrator Troy Feltman for their kindly response. Thanked Branch Librarian Julie Alef and her staff for hosting tonight's board meeting.

NEXT MEETING DATE. Tuesday, September 21, 2004 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 Vernier and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 7:08 p.m.

Respectfully Submitted:

Lynn K. Moran, Chairperson

James F. Warwick, Director/Secretary