

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR  
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 15, 2006  
310 S. Second Street, St. Clair Public Library

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet and Peter Vernier.  
LIBRARY: James Warwick.

ABSENT: Lynn Moran and Kathy Nicholl.

ALSO PRESENT: Following staff members: Julie Alef, Allison Arnold, Peggy Guoin, Anita Jackson, Mary Kelly, Kimberley Radatz and Janet Rose. Others: Jerilyn Brown, Jane Krebs, Gretchen Krug, Melba Moss, Bette Stencil, Lisa Vesper and Kathleen Wheelihan.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:36 p.m.  
Chairperson Larson welcomed and introduced Lisa Vesper as a potential new board member replacing member Kathy Nicholl who resigned.

Pledge of the Allegiance

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

St. Clair Branch Librarian Julie Alef gave a warm welcome. Julie shared history of the branch, explained the branch was built in 1967 and holding up very well. Regarding the space, they move things around to make it work better. Recently created an adult literacy training center and also doubled the large print area and doubled the new book shelves (non fiction/fiction) and anxiously waiting for their wish list to purchase additional shelves. Julie has been with the system since 1999. She also acknowledged the branches talented Assistant Branch Librarians; Mary Kelly who has been with the system for five (5) years, Audrey Stein twelve (12) years and Programming Specialist Joni LeRoy.

Chairperson Larson thanked Branch Librarian Julie Alef for hosting the Library Board meeting.

- III. CITIZENS' COMMENTS:  
Jane Krebs asked if the Library's designated fund is earmarked specially for the Library and that the County can not put their hands on it. Chairperson Larson replied with a "no", he also explained the County charges the Library administrative cost, but this cost is determined by an outside company. Ms. Krebs asked what is the board's feeling about going district? Chairperson Larson explained there has not been a discussion in over a year and it's not a topic on the boards mind.

- IV. APPROVAL OF MINUTES: Moved by Member Vernier and supported by Vice Chairperson Praet to approve the July 18, 2006 regular meeting minutes as received. Motion unanimously carried.

- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.  
Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the Regular invoices for July 2006 totaling \$8,445.01 and Millage invoices for July 2006 totaling \$60,745.50. Chairperson Praet asked if anyone compared the electric bill to last year's bill? Director Warwick said he would look into it. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Director Warwick explained we are ahead right now in income by his estimates; the only area he's concerned with is penal fines. Chairperson Larson asked about the expenditures for supplies. Director Warwick explained we spent a lot in last years budget at year end and will be catching up. Also under capital outlay, Chairperson Larson explained some of this will be going to Burtchville. Director Warwick explained we are in the process of re-allocating some of our material funds because he doesn't think Main would be spending all of their funds.

Moved by Member Vernier and supported by Vice-Chairperson Praet to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained we are all pleased that the Millage went through, also noted he had an article in Sunday's newspaper. The staff has started working on the restoration of services to be implemented in January 2007. Currently looking at hours, Branch Coordinator Peggy Guoin is preparing a number of alternatives that during the month of October when we do the patron count month we will do a public survey. By doing this we would get input from the public on different alternates which we would present to them. Director Warwick also noted in the January newsletter we will be giving a report to the public on exactly what has been done with the implementation to begin in January. Director Warwick also noted he called Shaun Groden to talk to him regarding a number of issues; contracts we're sending to the County, (slow response), building assessment and why our copiers are twice as expensive as they were last year. Also noted the Personnel Policy is on track and maybe presented by October. Chairperson Larson asked what the cost would be for RESA providing some assistance. It was agreed upon that Director Warwick would come back to the board if RESA's assistance cost over \$1,000. Director Warwick explained RESA would be providing only the formatting of the questions of the survey and not analyzing. Vice-Chairperson Praet asked when we restore the hours will we have to go through the whole bidding process again? Director Warwick explained the Library will be meeting with the Union and Human Resources. Vice-Chairperson Praet asked when they would be able to start thinking about the Long Range Plan again? Chairperson Larson explained the Long Range Plan done in 2000 might need some up dating but it still provides instructions.

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

b) Department and/or Committees.

c) Thank you notices:

Port Huron High School

The Young Men's Christian Association of the Blue Water Area

Moved by Member Vernier and supported by Vice-Chairperson Praet to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) Millage Election.

Chairperson Larson thanked Director Warwick personally saying his leadership, involvement and his commitment to the community is outstanding and has made a big impact on the communities understanding and supporting of the Millage. He also thanked the staff who worked hard to provide materials, who also made presentations and who also went out and spoke to friends. And those who smile at people and more importantly it was the service for the last four (4) years of commitment and the patron's who supported the library, they're the ones who respond. Also if we didn't provide good service we wouldn't have a positive result. Job well done! Also noted regarding Tuesday evening it was good to see staff, friends of library and board members sharing this election experience. Director Warwick also noted staff giving service everyday is the most important thing. It leaves a good impression with people about the library and library services are worth while and it's really what passed the Millage. Chairperson Larson explained the last Millage passed by 70.8% and this Millage was 62.64%, with a 6 to 8% difference. Also noted he felt the materials presented were very well done. It explained very clearly to people why we needed it, what we're going to do with it. Vice-Chairperson Praet noted we were very simple on explaining the Millage and why.

b) 2007 Budget Approval.

Chairperson Larson explained tonight we need to review the revised budget, take action so we can submit the budget to the board of commissioners. Director Warwick was asked to highlight any significant changes since the last proposed budget. Director Warwick explained the budget does everything we promised the public we would do. In the budget we are looking at restructuring, we have added one (1) clerk to administration and processing area, materials increased. Burtchville expansion is included. Studying and looking at wireless for the Main Library (working out the bugs) is proposed and then the following budget this would extend to all other branches. Wish list, van replacement and online databases are also included.

Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the 2007 budget for submission to the board of commissioners. Chairperson Larson explained this is a forecasting budget and every year there will be amendments and changes as we go along. Motion unanimously carried.

c) Library Director Evaluation 2006 Report.

Chairperson Larson, in general observation the library board is very pleased with Jim's performance. There has been improvements in several areas where there were some concerns, but in essence the library board is very pleased with his performance and especially where it relates to the Millage activities and unless there is a request by board to go into executive session he would accept a motion to receive and file the evaluation. Moved by Vice-Chairperson Praet and supported by Member Vernier to receive and file the evaluation. Good job Jim. Motion unanimously carried.

VIII. NEW BUSINESS:

a) Board Member Resignation – Kathy Nicholl.

Moved by Member Vernier and supported by Vice-Chairperson Praet to accept the resignation of Member Kathy Nicholl. Motion unanimously carried.

b) Audit Report.

Chairperson Larson reviewed the audit material provided to the board reflecting a Fund Balance amount of \$1,909,854 with \$518,786 of this being earmarked as Special Revenue Funds for the Detroit Edison Tax Tribunal and \$6,000 being earmarked as Prepaid Expenditures and Advances.

c) Board Member Officers Election – September.

Chairperson Larson reminded the board at the next meeting there will be an election of officers. Also noted he would be inclined to accept chairperson of the board, however he would be gone for two months (March and April).

d) Board Member Reports.

Vice-Chairperson Praet – Visited G. Lynn Campbell, their Summer Reading Program went real well, they had seventy children at their pizza party and this year had twenty-two teens involved in their Summer Reading Program. They are also looking forward to the library card sign month. Spoke to Assistant Branch Librarian Jayme Tarzwell at Marysville their Lapsit and Story Time programs will start again in September. Friends group is holding an open house on September 25<sup>th</sup> (working with the history of Marysville Group). Jayme will be starting children's programming/art project on the 30<sup>th</sup>. Also noted every night their meeting room is being used. September 18<sup>th</sup> at 7:00 p.m. the St. Clair County Family History Group which deals with genealogy will be meeting.

Member Vernier – No report

Chairperson Larson – No report for Burtchville, but had the opportunity to be in and out of the Main Branch for the last month. He is always impressed particularly with the children's room. There are activities and he sees parents interacting with their children and the staff are providing great services to both children and adults and looks forward to this continuing. Chairperson Larson acknowledged Ann Maas for her super job as Chair of the Millage Committee and she needs to be recognized! Director Warwick noted he sent her a note and including her in the article submitted to the newspaper. Friends Group is planning a wrap up meeting on the Millage Campaign August 31<sup>st</sup> at 6:30 p.m. at the Main Library. Chairperson Larson plans on attending the Main Library's Friends Group meeting on September 8<sup>th</sup> at 12:00 p.m.

NEXT SPECIAL REGULAR MEETING DATE (Annual meeting). Tuesday, September 19, 2006 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrin Boulevard, Port Huron.

IX. Adjournment. Meeting adjourned at 7:27 p.m. by Vice-Chairperson Praet.

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Arnold H. Larson, Chairperson

Respectfully Submitted:

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James F. Warwick, Director/Secretary