

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 26, 2008
1955 N. Allen Road, G. Lynn Campbell Branch, Township of Kimball.

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Helen Praet, Janna Soelter and Lisa Vesper. ASSISTANT DIRECTOR: Allison Arnold.

ABSENT: James Warwick.

ALSO PRESENT: Staff: Barb Adent, Allison Arnold, Anne Marie Bedard, Peggy Guoin, Dale Kittendorf, Kimberley Radatz, Lisa Regulinski and Veronica Ruck. OTHER: None.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:37 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Chairperson Larson requested to amend the agenda to include Library Board By-Laws.

III. APPROVAL OF AGENDA:

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the agenda with the addition of Library Board By-Laws. Motion unanimously carried.

Department Head Report – Veronica Ruck – G. Lynn Campbell Branch Assistant Branch Librarian gave an update on the changes to the branch. Staff is very excited. Chairperson Larson noted to Assistant Library Director Allison Arnold that he hopes maybe on behalf of the board a letter be sent to the township officials in appreciation. Branch Coordinator Peggy Guoin noted the branch will be closed on the 13th so the rest of the collection can be bought over. Chairperson Larson thanked Assistant Branch Librarian Veronica Ruck for the impromptu, good job!

Special Report – QSAC – Library Standards (Quality Services Audit Checklist).

Presented by Peggy Guoin and Anne Marie Bedard. (Hand outs were disbursed).

Librarian Anne Marie Bedard mentioned both herself and Peggy Guoin attended a workshop last month at the Plymouth District Library given by a presenter from the Library of Michigan on QSAC. Anne Marie explained this is a system which they put together for meeting quality measures for library's and it's administered through Library of Michigan. There are (3) three certified levels of quality measures: Essential level (basic - all library's should offer), Enhanced level (builds on and extends the Essential level) and Excellent (represents the highest level that a library can aspire to). There's (7) seven categories. The library systematically works towards meeting each criteria to qualify for any of the three levels of quality measures. This completed data (categories) is submitted to the Library of Michigan and reviewed and is decided if we met the criteria. If the criteria is met the Library receives a certificate and a press release (certification is good for (3) three years). Also noted the QSAC members agreed on six compelling reasons for statewide quality measures: It gives creditability; gives a shared vision for library services; gives the library an educational tool for staff, boards and officials; displays current achievements with current funding; provides a base and explanation for increased funds; and it will inspire the library to improve services throughout the state. The best way to implement the QSAC program is to tie it in with the Long Range Planning processes to assure that specific goals would be met and a time table for when they would be met! Branch Coordinator Peggy Guoin explained it's up to us now to decide of what level of documentation we want as we go through each criteria and also we will need an assignment (who has it been assigned to - committee, person. This has not been done as of

yet. We are already referring to the QSAC in our Long Range Plan at the very end of Marketing Goal #7. This takes about a year to reach any particular level. QSAC is also referenced in the Long Range Plan in Collections. Chairperson Larson noted this is a voluntary participation it's not an association it's an organizational involvement. He imagines it would be a commitment from the Board to adhere to the policies and join the group; otherwise you would just be off doing it! If this is something that Director Warwick and staff feels we want to pursue it should be a formal recommendation at the next meeting (with the stimulation of what it includes). Chairperson Larson, item to be placed back on the next month agenda with a formal recommendation from Director Warwick requesting to adopt and pursue the certification. Chairperson Larson thanked Anne Marie and Peggy.

IV. CITIZENS' COMMENTS:
None.

V. APPROVAL OF MINUTES:
Moved by Member Soelter and supported by Member Vesper to approve the July 22, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Chairperson Larson noted Director Warwick has highlighted invoices in his Director's report.

Moved by Member Moran and supported by Member Vesper to approve the invoices for July totaling \$97,171.63 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Chairperson Larson noted this time of the year we're 58% of the year so our expenditures should be fairly close. Reviewed the Expenditure Summary in detailed. Also noted capital purchases are in process and noted that the cost allocation was deducted all at one time (behind originally for (6) six months). Reviewing the Revenue Summary we are looking at a short fall of about \$47,000 in property taxes. Chairperson Larson asked Director Warwick to get back with him regarding the Estimated Year End Income of \$27,486.00 for the Delinquent Real Property Tax Extra Voted. Penal Fines we are still anticipating a short fall of about \$100,000 (the County or us have no control over this). Over all the budget was estimated \$5,615,000 and the projection is \$5,607,000. The expenditures and revenue are pretty much within the frame of what was projected and don't necessary have any concerns but just needs to monitor it. Also as Jim being conservative as he has always been budgetary wise he's sure we'll end of with a surplus but although he said it will not be as great as it has been in the past. Met with Jim last week and he said it will probably be \$15,000 to \$20,000 surplus at the end of the year and that's pretty darn good with that big of a budget!

Moved by Member Vesper and supported by Vice-Chairperson Praet to receive and file July 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

b) Department and or Committee.

c) Other.

Chairperson Larson highlighted areas in the Director's report also noted he is very pleased in receiving emails regarding Algonac-Clay's updates. Peggy Guoin noted the branch is open and things are going well.

Member Soelter noted she has been at the branch there's new paint, the floor is polished and a couple of beams have been installed holding up the ceiling. Chairperson Larson thanked staff for their involvement.

Vice-Chairperson Praet asked how they can discuss things with IT when they will not even meet. Assistant Library Director Arnold explained yes the committee does meet and in the past (3) three months they have had (1) one individual who comes from IT and this person takes Library concerns and questions back to IT. There were (2) two meetings where no one from IT was at there. This really slows down the whole process. The next meeting scheduled is September 11th, and IT has been contacted. Allison explained (referring to her department head report) the Library still does not have access to the administrative rights to CASSIE and relates this to the interpretation of the agreement and stated we may want to take a look at the contract language and renegotiate the contract. Chairperson Larson noted at this point he will leave it up to management to try and work out a resolution. If it proves to be problematic then come back to the board. Chairperson Larson complimented on the branch manager exchange program which was identified a couple times in department reports.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file July 2008 communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Unique Management Report.

Assistant Library Director Arnold explained basically since we start this project (partnership) with Unique Management we have collected in fines, fees and material returned upwards to \$115,000. We have waived about \$2,273 in fines and material. Essentially we are getting a very good return on the money that we have spent. For every dollar we invest in this service we get about \$2.71 back (3:1 ratio). Since 2005 we have sent 5,000 patrons to collections (Unique Management). We are after the material to be returned! This is a good service and a good use of tax payer dollars. A patron is given 120 days to take action or then is turned over to the credit bureau. Chairperson Larson noted his initial concern with Unique Management was the payments. Chairperson Larson thanked Allison for her report.

IX. NEW BUSINESS:

a) Upgrade of Horizon (Dale Kittendorf).

Adult Service Coordinator Dale Kittendorf explained this is pre-information referring to information in tonight's packet regarding the Horizon upgrade. When the library goes to the new version of Horizon we will loose the current reporting capability so we will need to purchase a new piece of hardware to run these reports (Web Report estimated cost of \$15,000). We are currently at version 7.4 and will upgrade to the next version of 7.41 which is covered under the maintenance agreement. This will also allow us to upgrade the HIP Server (card catalog). Through our tech committee meetings and Long Range Plan we have received comments about upgrading the different functionally and the user friendliness of the card catalog. To up grade this we need to go to the next version of Horizon. This (server) was intended to be expensed next year but it is already on an extended maintenance plan so we were considering replacing it at the end of this year. A meeting has been scheduled September 11th with the sales representative from Dynix. We will wait until next month for approval from the board.

b) 2008 – 2009 Initiatives.

Chairperson Larson noted this will be discussed in detail at the Board Workshop also noted fantastic job! Assistant Library Director Arnold highlighted areas in the 2008-2009 Initiative Report. Chairperson Larson noted this has an impact on the budget. He noted that the initiatives are integrated with the Long Range Plan. Member Moran noted she sees an investment in the future of the Library, excellent items and very forward thinking, so professional! Member Soelster excused from meeting. Member Vesper agreed with Member Moran and also noted everything looks well put together! Vice-Chairperson

Praet agreed with members, it's fantastic! Chairperson Larson noted he's so appreciated how it's integrated with the Long Range Plan. It's the future, where are we going. Chairperson Larson spoke with Director Warwick. He would like for him to meet with the Times Herald, the editorial board, and maybe some local individuals like Cliff Schrader and Mike Connell to talk about the Long Range Plan and future direction of the Library.

Moved by Vice-Chairperson Praet and support by Member Moran to support the 2008 - 2009 Initiatives. Motion unanimously carried. Chairperson Larson noted with the 2008 - 2009 Initiatives being approved Management will finalize the budget.

c) Audit Review 2007.

Chairperson Larson explained the audit re-affirms that we ended the year in a very positive situation. Chairperson Larson noted on page 21 Balance Sheet it states under Fund Balances: Unreserved \$958,328 is set aside for Detroit Edison (Tax Tribunal) and Undesignated \$1,018,788 (available for equipment purchases, capital investments emergency needs as so arrived) with a Fund Balance of \$1,977,116. Page 24 Statement of Revenue, Expenditures and Changes in Fund Balances reflects total revenue of \$5,558,185 and expenses were \$5,106,485 so we end the year with \$451,700 in cash which is revenue beyond expenditures which was rolled into our beginning fund balance of \$1,525,416 and it comes back to where we were of \$1,977,116. Page 80 Notes to Basic Financial Statements located in the first paragraph Chairperson Larson noted the Library has designated 100% (Detroit Edison – Tax Tribunal). This is an acknowledgment that this was done. Page 95 Special Revenue Fund Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual this reflects the original budget and where the budget was amended in December and reflects actual revenue received. Chairperson Larson explained the Income and Expense Report reflects what was not purchased/expended (Tax Tribunal \$185,000; Capital equipment \$74,000; Electronic Subscriptions \$112,000 and other areas. Over all the audit is good and it does reflect Jim and the staff is fiscal conservative and they are also on top of the expenditures.

Moved by Member Moran and supported by Member Vesper to receive and file Audit Report for 2007. Motion unanimously carried.

d) Library Board By-Laws.

Chairperson Larson noted he received suggestions regarding Article III under Section 3 Officials. Suggestion recommended for Article III under Section 3 Officers changing officers shall be limited to no more than three consecutive terms or fractional terms in each office to officers shall be limited to no more than five consecutive terms or fractional terms in each office. Chairperson Larson noted during his visit to see his son and family in Portland Oregon they visited the library and noticed they had a 13 member board. This board was made up of bankers, lawyers, business people and people who were members of board of commissioners. We're basically members of the community at large and not necessary people in other leadership positions. This is not good or bad but it gives the board more dynamic. He's not certain why the board is limited to (5) five members. This is something to look at over the next year; there is something to gain when you have other members of the community who are engaged in not only in service jobs but in other professionals who have a little more leverage.

Moved by Vice-Chairperson Praet and supported by Member Moran to place on next month's agenda recommending adopting the amendment to Article III under Section 3 Officers reflecting officers shall be limited to no more than five consecutive terms or fractional terms in each office. Motion unanimously carried.

e) Board Member Reports.

Member Soelter – Presented report earlier.

Chairperson Larson – At the Burtchville Branch they had 200 people at their annual pig roast. This has been a big fund raiser as well as a community involvement activity.

Member Moran – Spoke with Branch Manager Lori Herrington at the Memphis Branch. She shared pictures of shelving and furniture. They're very excited about what's happening. Question came up regarding if library's can serve coffee? Found out some branches do serve coffee. Adult Services Coordinator Dale Kittendorf noted in the Library Use Policy it does allow drinks in libraries. Allison noted historically drinks and food in the library is just hard for some folks to grasp and to accept because of the books and computers. Also regarding food this would be a County issue (safety) that they would have to take a look at (health code). The amount of spill they found to happen is quite minimal.

Member Vesper – Yale had a great summer reading program (they just wrapped up). This weekend they were suppose to get new carpet.

Vice-Chairperson Praet – She attended a Friends meeting yesterday. There is another County wide Friends combined meeting on September 20th. In Marysville they had over 350 kids for their ending Summer Reading Club and had an ending party of 205 kids. Experienced a problem where people attended the year end party and did not participate in the Summer Reading Club (working on idea). After working seven years with children's programming Assistant Branch Librarian Jayme Tarzwell is done. Cindy Miller will be taking over the teen programming (already had two programs) and Tammy Williams is taking over the children's and tween's programming. Master Gardner program will be starting in September. Open house is scheduled for September 29th at Marysville from 5:30 p.m. to 7:30 p.m. featuring local children's author Dana Lehman. Spoke with Branch Manager Julie Alef at the St. Clair Branch. Their Summer Reading Program was unbelievable and it was always busy. They are up 20% overall in all categories. Their popular program for the teens was called book bucks. Friends are starting their First Thursday programming September 4th "My Year with the Queen" starts at 7:00 p.m. presented by Frank Frisk who worked a year on the Great Lakes ship. Small Wonder program went well this summer.

Chairperson Larson noted starting next week kids will be back in school but it was great to see the young children with their parents during the week. Referring to the facilities Report Chairperson Larson asked why are the public computer training numbers different, last year there were 146 and to date there are 6 people. Allison explained the summer of last year (June – August) there were no classes scheduled and July and August of 08 also reflects no classes by CMEd, basically 2007 we got a late start so we pushed classes into the summer of 2007.

Chairperson Larson reminded board members about the board workshop on September 13th at 9:00 a.m. please remember to bring your 2009 budget, 2008 - 2009 Initiatives and the General Circulation Policy. Also noted Director Warwick will discuss compact storage at next month meeting.

NEXT REGULAR MEETING DATE: Tuesday, September 23, 2008 at 6:30 p.m., located at the Main Library, 210 McMorran Boulevard, City of Port Huron.

X. ADJOURNMENT: Meeting adjourned at 8:21 p.m. by Member Moran and supported by Vice-Chairperson Praet.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary