

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, August 25, 2009
7093 Second Street, Lakeport, Burtchville Branch.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Janna Soelter, Lisa Vesper and Kathleen Wheelihan. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Staff: Sharon Drulia, Jane Fortushniak, Anita Jackson, Dale Kittendorf and Kimberley Radatz, OTHER: Brenda Arnold and Jerilyn Brown.

Chairperson Larson welcomed new board member Kathleen Wheelihan who replaced member Lynn Moran also noted the last meeting for member Lisa Vesper will be September due to her relocating and noted he's been reappointed to the board for another term.

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

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:
None

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

Department Head Report – Assistant Branch Librarian Sharon Drulia
Ms. Drulia noted the branch is growing like crazy. When they opened in 2007 they had a total number of 247 card holders they now have five times that (closing on 1,300). Currently have four computers however have room for two more. Collection is starting to balance itself out. Complimented their Friends group (they are wonderful); they are currently working on a redesign of the office space to meet their storage needs.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve July 28, 2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Moved by Vice-Chairperson Praet and supported by Member Soelter to approve invoices for July 2009 totaling \$118,414.69. Motion unanimously carried.
b) Acceptance of Financial Reports.
Director Warwick noted we won't be receiving any additional property tax for the year; penal fines are still at less than 50% at half the year. State Aid received a little more than expected. Chairperson Larson noted we are \$300,000 less for revenue than expected. Also noted it appears to be other than the short fall in revenue the expenditures are pretty much under budget. Moved by Member Vesper and supported by Member Soelter to receive and file July 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted he has not heard a lot in terms of Library of Michigan. Library usage is really increasing with last month (July) setting a record figure with 96,600 circulated and the number of card holders are up by 3,000 over last year. Chairperson Larson noted St. Clair Branch is on schedule for their addition (ground breaking in September) with Marine City still in process with the TIFA board. Director Warwick explained the material at the Library of Michigan would be distributed and a lot of this material will be unavailable including the law items are not going to be accessible. This is a great resource that is being short sided in terms of preserving Michigan's printed history! Vice-Chairperson Praet noted there's an article in the Detroit News regarding this issue. Member Wheelihan noted she had a concern because of the funding due to a number of years ago when libraries were under the State Board of Education and libraries really went down during this time.

b) Department and or Committee.

c) Other.

Moved by Member Vesper and supported by Vice-Chairperson Praet to received and file July 2009 Communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Review Display of Informational Bulletins, Brochures and Poster Policy.

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the Display of Informational Bulletins, Brochures and Poster Policy. Motion unanimously carried.

b) Library Director Evaluation.

Chairperson Larson noted the board received material regarding the Director's Evaluation (cover letter, rating of items presented and Director's Warwick response to items in question). Chairperson Larson noted he found from the board in general the Board was very pleased with his communications, written material, timely, willing to speak to groups. Director Warwick noted Dale, Allison and himself need to spend more time at the branches. Chairperson Larson noted he would like to see more updates from him (mid month). Need to see the Director out in the public more and would like him to be involved beyond Rotary also something to look at in the future is staff evaluation. In terms of administration Director Warwick received very good marks for developing fiscal materials, presentation, being prepared and managing reporting to the board. Library appreciates that we do have sound fiscal accounting with good information. There were some mixed reviews in facility maintenance and improvements. Even though branches are not the library's responsibility, they are the local municipalities, however we need to be involved and engaged with these municipalities about the facilities and to make sure they are appropriately maintained for the use of staff as well as patrons. One area that had the lowest mark had to do with public relations (newsletter reducing four issues to two issues however understands the fiscal savings). Member Soelter noted the newsletter is too busy. Member Wheelihan noted it takes forever to download the newsletter. Chairperson Larson noted half the folks who receive the newsletter don't have library cards! Chairperson Larson recommended a committee to be formed regarding the newsletter to come up with strategies.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file the Library Director's Evaluation as presented. Motion unanimously carried. Director Warwick thanked the board.

IX. NEW BUSINESS:

a) Report on 2008 audit and fund balance.

Director Warwick reviewed the 2008 audit report. Fund balance amount as of December 31, 2008 \$1,813,964. DTE Tax Tribunal payment \$345,525 leaving a balance of \$146,344 due in 2009 originally \$900,000 was set aside for the tax tribunal. Chairperson Larson noted the main reason why this is shared with the board is it shows we are financially solvent and material presented to the board has been verified by an outside auditor.

b) Wireless Internet Use Policy.

Branch Coordinator Dale Kittendorf explained in detail information regarding the wireless process. Kick off date is September 1st. Any complaints are to be forwarded to Branch Coordinator Dale Kittendorf.

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to approve the Wireless Internet Use Policy. Motion unanimously carried.

Assistant Library Director Allison Arnold will check with Librarica to see if there is a way to limit time in case someone is on the wireless all day. An explanation brochure for users will be provided.

c) Board Member Reports.

Member Vesper – No report.

Vice-Chairperson Praet – Spoke to Branch Librarian Julie Alef at St. Clair, staff are swamped. The addition might start September 1st and will not affect library operations. First Thursday starts in September sponsored by the Friends group. There's a possibility Ms. Alef might have a Chairperson for the millage campaign. Spoke with Assistant Branch Librarians Veronica Ruck and Janet Rector at G. Lynn Campbell. They had a good turnout for their Summer Reading finale. Branch had a glitch with their new air conditioner (too small). Friends group will be having their book sale in October. At Marysville spoke to Assistant Branch Librarian Cindy Miller. They gave out tickets for this year's Summer Reading finale to attend due to last year's problems (worked out well). There are a ton of programs going on in September teen time, social senior group (Anime, beginning sign language, blood drive, tea party, antique book appraisal and board games).

Member Soelter – Noted she is sorry to hear about Member Vesper leaving. New additional for Marine City is 2,500 square feet costing \$300,000. Checking with Lumberjack on an idea to use them as an extreme make over. Noted the Boys and Girls Club (beside the library) won't be happening because they are required to have it funded for five years before the state will take over. The area located beside the library will now be paved (farmers market). This year Marine City is planning on spending \$57,000 on Christmas lights.

Director Warwick mentioned some of the branches asked to delay their needs list until next year. Chairperson Larson that's fine.

Member Wheelihan – Spoke to Branch Librarian Lori Herrington at Memphis, they are weeding so they can rearrange. Capac's open house on Saturday was very successful; a lot of people who worked and volunteered on the remodeling were there. They have been busy!

Chairperson Larson – Big changes have happened over the last 3 years with the branches. Staff worked quite hard at the 4H Fair and noted he appreciates the effort done for Parade (float). Also noted we need to get things going referring to the millage campaign. Director Warwick noted it's going to be hard to find a chairperson for the campaign and in October he plans on going to the County Commissioners to have the millage placed on the ballot for August 2010. Chairperson Larson asked to know what our plans are, what we are doing, who's going to be doing it and how the board is going to be involved. We did an excellent job last time however feels we can do better. Director Warwick will be checking to see what's on the ballot in August. Member Wheelihan noted their 3rd Annual Fall Friends workshop will be Saturday September 26th. Director Warwick noted

to let him know what meetings he can attend (country clubs etc.). Director Warwick noted he and Ms. Arnold might be late for September's meeting, they're attending a full day workshop on running millages

NEXT REGULAR MEETING DATE: Tuesday, September 22, 2009 at 6:30 p.m., located at the Main Branch, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned at 7:40 p.m. by Member Wheelihan.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary