

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, December 16, 2003  
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room
- PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lynn Moran, Peter Vernier and Lori Vinckier. DIRECTOR: James Warwick.
- ABSENT: None
- ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Branch Librarian, Anita Jackson; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children Services Coordinator, Jane Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Brenda Arnold and Gretchen Krug
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:31 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the Agenda as received. Motion unanimously carried.
- III. CITIZENS' COMMENTS:  
None
- IV. APPROVAL OF MINUTES: Moved by Member Vinckier and supported by Vice-Chairperson Moran to accept the November 18, 2003 Regular Meeting Minutes and the November 18, 2003 Special Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.  
Director Warwick noted two invoices over \$10,000 were explained in his Director's report. Moved by Member Vernier and supported by Member Vinckier to accept the Regular invoices for November 2003, totaling \$8,007.81 and Millage invoices for November 2003, totaling \$96,388.23. Motion unanimously carried.
  - b) Acceptance of Financial Report.  
Director Warwick explained the budget is being watched very closely this year, currently unexpended approximate \$172,000 in Millage and over expended approximate \$129,000 in Regular which leaves a balance of \$42,591 but don't hold him to that because we found an error in the income which will bring this down a little bit. We will have additional expenses and more income but at the current date it looks like we're to the good when in fact we went into this year with a deficit expected of \$171,000. Director Warwick noted he would have the 2004 budget with adjustments at the next board meeting and also noted he is inclined that we will need to double fines and that next year will be a rough year! Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the November 2003 Financial Reports as informational purposes only. Motion unanimously carried.
- VI. COMMUNICATIONS:
- a) Library Director's Report.  
Director Warwick explained the Foundation was launched and mailings have been sent, would like to do a great deal of promoting next year and instead of having one or two friends groups sending out envelopes and doing National Library Week we will have maybe six to seven friends groups sending them out.
  - b) Department and/or Committees.

- c) Thank you notices.  
Friends of the Library  
Chairperson Fernandez expressed his appreciation to the staff for their departmental reports. Moved by Member Vernier and supported by Vice-Chairperson Moran to receive Communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) St. Clair County Integrated Information Technology Department “The Plan”.  
Director Warwick explained in board packets are copies of letters that were sent to Corporation Counsel Gary Fletcher and County IT Director Brian Briese. Board has received a letter from Brian Briese and currently waiting for a reply from Gary Fletcher. Extra copies of “The Plan” are available though Director Warwick. Moved by Member Vinckier and supported by Member Praet for Director Warwick to set up a meeting with the County in mid January. Motion unanimously carried.  
Chairperson Fernandez explained the Board would send members Vernier, Praet and Director Warwick to this meeting and if we find by sending more board members to this meeting doesn’t violate anything then the whole board would be notified with the date, time and location of this meeting by Director Warwick. Director Warwick to send copies of some of the concerns expressed to him by staff and board to County IT Director, Brian Briese.
- b) Discussion on prioritizing Library Goals.  
Director Warwick explained he has sent out copies of goals to the board. One board member’s priority was #1 employees #2 finances #3 services #4 county #5 organization and #6 buildings, one thing that they haven’t had time to do is to put objection statements for everything. Director Warwick asked for direction regarding the goals. Four specific goals he would be looking at in terms of what to do next year is the financial structure (how were doing things and is there an alternate way of doing it and possibility going District), publicizing the Foundation, Circulation Policy needs to be completed and we need the Personnel Policy and Procedures completed. Also the performance appraisals will be required by the County and setting up work plans. Chairperson Fernandez explained he didn’t want to set goals without some type of measurement. Board to submit to Director Warwick one goal each with a measurement either by department issue or personal issue (short to the point) by January 9<sup>th</sup>.
- c) Detroit Edison Company Tax Assessment Appeal Letter.  
Director Warwick explained there was no new information as of yesterday regarding the DTE Tax assessment only that it would be at least a full year before anything comes out of it.

VIII. NEW BUSINESS:

- a) Board Member Reports.  
Member Vinckier – Things are going very well an the Yale Branch, also had a big Christmas celebration last weekend in which the Branch was very active. Wooded trees were sold and auctioned off; all trees were auctioned, one auctioned tree was donated to the Library for next years use. A cookie walk was held, over \$500 was made also had a make it and take it craft program (over 105 kids participated). The Yale Branch is sponsoring the Jason Project along with the Main Branch, this live broadcast will be available the last week of January and the first week of February.  
Vice-Chairperson Moran – Memphis Branch had their Christmas party it was tied in with the tree lighting ceremony with the City of Memphis. They have also done a beautiful job on their displays in their windows, very creative. Still experiencing problems with Libraryguardian but are working on it. Capac’s system has been working very well and they have been very busy. A former employee made a work plan of the Capac Branch and then made it into a pamphlet, this is passed out to patrons when their busy.  
Member Praet – In Marysville the “Mitten Tree” was an average amount this year. Next Monday at 10:00 a.m. the Friends of the Library will be having a Holiday Bake sale, \$5.00 per pound. Kids Creations program this Saturday is already filled, they will be

making Christmas coasters. The Friends of the St. Clair Branch sponsored a puppet show "Cinderella" on December 4<sup>th</sup> (awesome turn out). Branch Librarian Julie Alef did a radio interview on WPHM about the puppet show (she was amazed that they had people come in because of the broadcast (reception is not strong in this area). Items on their mitten tree were falling off because there were so many items. Also did an outreach speech to Local 4008 of retired communication workers on changes and improvements to the Library System. Visited G. Lynn Campbell last week, their mitten tree was absolutely packed with stuff and had stuff piled up in the corner. Tomorrow afternoon Kids Creations program will be making Santa door hangers, this class is also filled. G. Lynn Campbell will only be opened Monday and Tuesday of both weeks of the holidays, their Friends group meets every Month and they seem to be doing very well. Member Vernier – No report.

Chairperson Fernandez – Director Warwick will be looking into it but based on the mailings he believes that someone will donate around \$1,000 dollars to get the Library Foundation going, Director Warwick will be contacting them and if it goes like he hopes it'll go, Director Warwick will announce it at the next board meeting. Thanked Main Library staff member David Smith in the reference department for assisting him. The State library system was left alone in the State's revenue sharing cuts even though they cut heavily in the Arts area. The mitten tree at Main is going very well. Also mentioned to staff members here tonight, the Guadalupe Center just had their kids Christmas, it's opened to any race, the Center received such an over whelming support with donations that Sister Barbara has a ton of new toys, new clothes and food and so if you know of anyone, any child in need call the Guadalupe Center and asked for Sister Barbara and give her his name. Chairperson Fernandez asked Director Warwick for the closed dates during the holidays. The Library System will be closed Christmas Eve, Christmas Day, New Years Eve and New Years Day. Assistant Director Stanley Arnett noted the Main Branch would be opened New Year's Eve for First Night's celebrations. Chairperson Fernandez thanked the people who attended on behalf of the Library board and wish them and their families a happy holiday and good health and will see them in 2004.

NEXT REGULAR MEETING DATE. Tuesday, January 20, 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 Vinckier and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 7:32 p.m.

Respectfully Submitted:

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Randall S. Fernandez, Chairperson

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James F. Warwick, Director/Secretary