

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, December 20, 2005  
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Kathy Nicholl, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Following staff members: Stanley Arnett II, Allison Arnold, Melissa Davis, Peggy Guoin, Barbara King, Dale Kittendorf and Faith Wormsbacher Others: Gretchen Krug and Kathleen Wheelihan.

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

Pledge of the Allegiance

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

III. CITIZENS' COMMENTS:  
None

IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Praet and supported by Member Moran to approve the November 15, 2005 Regular Meeting Minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

- a) Approval and Ratification of Bills.  
Moved by Member Moran and supported by Member Nicholl to approve the Regular invoices for November 2005 totaling \$6,408.79 and Millage invoices for November 2005 totaling \$176,621.23. Motion unanimously carried.
- b) Acceptance of Financial Report.  
Director Warwick noted he included a Library material budget in tonight's packet also noted Technology Department normally stops staff for ordering once their budget is spent but maybe next year they will need to go over by 5 or 10 percent because most of the material doesn't come in by year end terms, to improve our status so we are not prematurely cutting staff off. Director Warwick noted there is a correction on the expense summary: Under Services \$258,000 is reflected and \$571,111.52 should be reflected and also under Capital Outlay the amount of \$939,000 is reflected and it should be \$627,385.39.
- c) Budget issues for 2006.

VI. COMMUNICATIONS:

- a) Library Director's Report.  
Director Warwick apologized for the compiling of the reports and reflected his appreciation for Kimberley Radatz. He also noted Kimberley Radatz's accident and Janet Rose's both being out and it has been putting a challenge on the staff to find coverage. Also noted all board members have received invitations to the staff holiday potluck luncheon tomorrow from 12:00 to 2:00. Also noted he is concerned that our circulation continues to lag. In the Facility Use Report there are a number of areas where we are lagging and other areas where are doing well. Also noted we are not sure why the total search on Horizon is down as much as it is. The main library's elevator doors are in need of being rebuilt and would be out of service for two weeks, cost will be \$9,550. MiLE's system not up yet, maybe in January.
- b) Department and/or Committees.  
Chairperson Larson noted Melissa Davis; Community Relations report was well done. Vice-Chairperson Praet noted Branch Librarian Patsy Beischer from Capac Branch is trying to locate all of the accelerated reading books for elementary and middle schools and once they have a list can the rest of the staff have a copy including her self. Branch Coordinator Peggy

Guoin to follow up. Also noted they are still having computer problems. This has been on going for a couple of months is there a reason why they have not been fixed? Director Warwick explained he requested a report from the branches on problems and these items are being looked into.

c) Other.

Moved by Member Vernier and supported by Member Moran to receive and file communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) District Status/Commissioner Correspondence.

Chairperson Larson explained both himself and Director Warwick proposed a draft letter for the County Commissioners regarding District status. A lengthy discussion took place on District Status and Commissioners correspondence. Moved by Member Vernier and supported by Member Moran to send a reply to the County Commissioners letter stating the Library would like to continue our current status. Motion unanimously carried. Chairperson Larson also noted in January the board would need to decide on what the board thinks is necessary, what would be the potential dates to have an election and what are the pros and cons of each those.

b) IT Agreement.

Director Warwick introduced Librarian Dale Kittendorf as the representative for the Technology Committee (Committee members are Stan Arnett, Lorraine Datses, Gary Kupper and Kay Raye). Mr. Kittendorf explained they would support to continue the agreement on a trial basis. We have large projects in process (upgrade to Horizon etc.). Moved by Chairperson Larson and supported by Member Nicholl to extend the IT Agreement with the County for one more year. Motion unanimously carried.

c) Update on Goals and Objectives.

Director Warwick gave a detailed update on library goals and objectives.

Vice-Chairperson Larson asked Director Warwick on a quarterly basis for him to present a formal update on the library goals and objectives.

d) Revised Budget/Options.

Director Warwick reviewed and gave an update on the 2006 budget including the potential reduction options to the budget the board requested. Chairperson Larson explained this information is for discussion and no action is needed. Board agreed to the preparations for the budget without implementing any of the "options".

VIII. NEW BUSINESS:

a) Elevator Repairs.

Director Warwick noted this was information only.

b) Board Reports.

Member Nicholl – Spoke with Branch Librarian Kaye Ray for a considerable amount of time at the Yale Branch. This goes to reinforce that we have really good people working at your library and not only are they concerned with their positions but more so with the patrons the effect its having on some of them with programming. The staff is doing a wonderful job. Also noted the Yale Branch had a very successful Christmas tree and wreath sale and raised over \$1,000 and also raised over \$400 for their cookie sale.

Member Moran – The Memphis Branch is sponsoring a self-defense class in December and 100 people attended their Christmas party and also collected 83 items for their mitten tree. Member Moran asked if anyone contacted the Times Herald to attend our meetings. This was mentioned at the last meeting. Director Warwick noted this would be appropriate for the January meeting and would contact them.

Vice-Chairperson Praet – Spoke with Branch Librarian Julie Alef and Assistant Branch Librarian Nancy Covington at the St. Clair Branch will be out until April. The first Thursday program coming up in January is speaker Phil Rosette who wrote the book Freya Project. Marysville's bake sale made over \$300 in donations and their mitten tree there were over 100 sets donated and will be donated to the women's shelter. Also will be teaching a beginner computer class the beginning of January. New program starting in January (last Monday of every Month) called Monday nights in Marysville discussing the history of Marysville.

Spoke with Branch Librarian Jane Perukel at the G. Lynn Campbell Branch they had an incident with a minor stealing a bike but are doing really well; they also raised \$500 from their book sale.

Member Vernier – Nothing

Chairperson Larson – After talking with Director Warwick he thinks it would be helpful that some of the managing staff give a 10 or 15 minute presentation on what they do. In this manner the board gets a better understanding of what different people do and to get to know them and what services they are providing. Chairperson Larson noted the staff is encouraged to do.

NEXT REGULAR MEETING DATE. Tuesday, January 17, 2006 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

IX. Adjournment. Moved by Member Moran and supported by Member Vernier to adjourn meeting. Motion unanimously carried. Meeting adjourned at 8:10 p.m.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary