

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, December 22, 2009
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Janna Soelter, Barbara Warren and Kathleen Wheelihan. LIBRARY DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Allison Arnold, Dale Kittendorf and Kimberley Radatz.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:
No amendment.

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

Department Head Report – Allison Arnold – 2010 Initiatives. Assistant Director Allison Arnold gave a detailed review of the 2010 Initiatives.

IV. CITIZENS' COMMENTS:
No comments.

V. APPROVAL OF MINUTES:
Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the November 17, 2009 Regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted a few municipal invoices were paid however the invoices are pretty normal. Moved by Member Soelter and supported by Member Warren to approve the invoices for November 2009 totaling \$123,694.68. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted it looks like we will be under spent however a few items will be carried over into 2010 (Memphis and RFP on the Main building). Income is severely under. Noted we have been very cautious in the spending. We realized we will have problems in the future so we eliminated an administrative position. Reviewing the year end budget there is three (3) pay periods for December and in the first pay period in 2010 there are four (4) days that will be backed out. So we'll be paying about \$400,000 just on salaries in December. This brought the estimate of year end estimate of budget surplus down quite a bit due to salaries. Overall, we are doing well. Director Warwick noted regarding the tax tribunal out of the total payment \$146,000 hasn't been deducted and not certain when it will be deducted leaving a surplus of \$113,000 in this line item. This made a transition in a difficult time referring to \$260,000 being in the budget (tax tribunal) a lot easier.

Moved by Vice-Chairperson Praet and supported by Member Soelter to receive and file financial reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted there are updates to his report. Ron Marsh from County Maintenance Department asked him if the board would be interested in adding generator capacity should a power failure occurs. The County would be handling the IT room however the Library would be paying for the other portion. The cost would be \$25,000 to \$28,000. There is no time line for when this will be done. He also noted he is incline to recommend it. This is a onetime cost and it would provide our patrons the capability of having us running when everything else is down! Board gave Director Warwick the go ahead to get a bid. Second addition to his report is to set a date for a Millage meeting. Director Warwick noted he would try and get as many Friend groups to attend. Also noted this meeting cannot be held in any library building. Date and time decided January 19th at 6:30. Director Warwick will let the board know the location.

Chairperson Larson noted that Bob Kempf came to Director Warwick and mentioned the County is considering tearing down the EOC Building and if so would the Library be interested in doing something with the space such as a parking lot? Another idea maybe install another exit using the current EOC entrance with parallel parking. Director Warwick to discuss further and bring back to the board. Assistant Director Arnold noted the Technology Plan will be ready for the board in January. She also gave an update regarding the credit option. This program is a web base meaning no equipment or software is required except for the card swipe readers. This is not a debit program however a credit program also noted yes we will be charged however it'll be minimal. Regarding the training it shouldn't take long to train staff it's fairly simple. Balancing of the reports happens in the Business office. This service can be used for anything fees, rent, and fines with a minimum charge amount. We would like to do a soft opening in January with this service.

Chairperson Larson asked how the wireless is going. Assistant Director Arnold noted it's going very well and we now have thirty licenses and have not heard a complaint regarding not being to get in. The complaints we did receive were beyond what we could diagnose other than that everyone is very pleased! She also noted she'll be contacting IT regarding stats for the wireless.

b) Department and or Committees.

c) Other.

Moved by Member Soelter and supported by Member Wheelihan to receive and file communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Home Connections Policy.

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to un-table the motion to discuss the Home Connections Policy. Motion unanimously carried.

Director Warwick noted we have not formally started this program however all supplies are on order and once received we'll be starting with patron's we know what this service. Chairperson Larson asked for a report in May or June as to frequency in numbers. Feels this is a great program. Director Warwick noted this will be a soft opening to begin with. Chairperson Larson noted maybe get a hold of the Times Herald for a future article.

Moved by Vice-Chairperson Praet and supported by Member Soelter to approve the Home Connections Policy as submitted. Motion unanimously carried.

- b) Building Study.
 Director Warwick recommended Fanny Howey because of their reports they produced also cost was lower. He also noted both firms were recommended by their references. They were all very positive! Chairperson Larson noted we are not asking them to design anything we are asking them to do a feasibility study, a needs study and some conceptual ideas for the board to use down the road. This gives us a format to use.
 Moved by Member Soelter and supported by Member Wheelihan to approve to contract with Fanning Howey for \$29,300. Motion unanimously carried.
- c) Revised 2010 Budget.
 Director Warwick explained revenue was adjusted in a few areas and expenditures adjusted (salaries, materials, county appropriation). Chairperson Larson noted the net affect instead of having an anticipated deficient (expenditure over revenue) of \$35,298 now it'll be \$75,938 which will come out of the fund reserves. Also noted historically Jim's always ended up pretty close to what we budgeted or a little more.
 Moved by Vice-Chairperson Praet and supported by Member Soelter to approve the revised 2010 Budget and submit. Motion unanimously carried.
- d) 2010 Initiatives.
 Chairperson Larson noted the initiatives give both staff and board directions. Really appreciates this.
 Moved by Member Wheelihan and supported by Member Warren to approve the proposed 2010 Initiatives. Motion unanimously carried.

IX. NEW BUSINESS:

- a) Change board meeting dates.
 - i. January 26th to January 19th
 - ii. February 23rd to February 16th
 - iii. May 25th to May 18th
 January 26th to January 19th (i) meeting dates were removed for discussion.
 Moved by Member Soelter and supported by Member Wheelihan to approve the February and May meeting date changes. Motion unanimously carried.
- b) Board Member Reports.
 Member Soelter – Algonac-Clay received new signage for the inside of their library. Also they are checking into a green grant regarding an outside sign. Currently the City advertises activities on their board. Collected 328 items on their mitten tree, these will be donated to Goodfellas. Also noted they wished they had a TIPA board. Ira has a new Assistant Branch Librarian. Also spoke with the Branch Librarian Gary Kupper regarding a new building. Gary explained in their long range plan it includes building a new township hall at which point the library would move to the current township hall. A patron suggested that the Library move to the closed Vernier restaurant, Member Soelter noted she is going to talk to some people in the township. Also noted their circulation would most likely be up 11% from last year (so they are having a lot of activities and would like to see something happen to them). Member Soelter will contact Allison Arnold regarding IT contacts for Marine City's addition. Will also let Allison know when their next meeting is for Marine City (January). The addition for Marine City will start in May and will be completed by October. She also noted she'll be contacting Lumberjacks because she hasn't heard from them regarding items at cost or donations.
 Member Warren – Spoke to Branch Librarian Kaye Ray in Yale and everything is going good! Had real good attendance for their Christmas program (Make It Take It program and cookie walk). Also had a really good response from the community with their wreaths

donated for their Ho-Ho-Ho Holiday Festival. Also noted there was a beautiful winter picture and also had painted Christmas trees.

Member Wheelihan – Memphis is very busy and progressing. Their reorganization should be starting in January. Capac Friends sponsored a cake walk and raised an approximate \$100. This was the third year Capac held their Christmas Tea program, invitations were sent out to the local village council, employees and others. Capac’s village manager and a few council members attended.

Vice-Chairperson Praet – St. Clair’s new addition (children’s area) is up and open, they will be having a grand opening in February. Also noted the people who are using the computers are people who have stopped paying for their internet connections also a lot of people are printing things off at the library because they don’t want to pay for printer cartridges. Really busy and everything is going well. Spoke to Branch Librarian Anita Jackson at G. Lynn Campbell they made over \$200 at their bake sale. Had over forty people at the Santa program. They are busy and there are always lines for the computers. Carpet will be installed in January (last day to be opened is January 6th and will reopen January 16th. Very excited about the carpet however circulation will be down. Marysville Friends held their bake sale and raised over \$300. Their carpet is installed and looks great.

Chairperson Larson – Wished everyone a Happy New Year and reminded everyone about the Millage meeting set for January 19th. This meeting will be posted due to having a board quorum. Director Warwick to send an email out for the Millage meeting scheduled for January 19th.

NEXT REGULAR MEETING DATE. Tuesday, January 26, 2010 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned by Member Soelter at 7:50 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary