

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, February 18, 2003
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Betty Clement, Randy Fernandez, Lynn Moran, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Adult Services Coordinator, Allison Arnold; Branch Coordinator, Peggy Guoin; Children Services Coordinator, Janet Rose; Clerk Typist I, Cathy Kilbourn; Librarian IA, Dale Kittendorf; Library Assistant I, Kathleen Wheelihan; Sharon Bender, Commissioner, Steve Kearns; Commissioner, Pamela Wall; Gretchen Krug and Dr. Fred Nowland.

Vice-Chairperson Moran introduced new board members, Helen Praet and Peter Vernier.

- I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Moran at 6:30 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Fernandez to accept the Agenda with the change under New Business g. (addition, Approval to Purchase a commemorative book for Donna Burch). Motion unanimously carried.
- III. CITIZENS' COMMENTS: Dr. Fred Nowland thanked Library Director Jim Warwick, the Library Board, Library staff and Friend's groups for their support. He has received many calls from leaders from communities and personally thanked Mike Connell at the Times Herald's. Likes the way things are going.
- IV. APPROVAL OF MINUTES: Moved by Member Clement and supported by Member Praet to accept the December 17, 2002 Regular Meeting Minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
Member Vernier asked if the Library receives a listing of numbers of users for databases? Director Warwick, yes.
Moved by Member Fernandez and supported by Member Vernier, the Library Director includes a short explanation for any invoice over \$10,000 be included in the board packet. Motion unanimously carried.
 - a) Approval and Ratification of Bills.
Moved by Member Praet and supported by Member Vernier to accept the Regular invoices for December 2002, totaling \$142,144.75, Millage invoices for December 2002, totaling \$24,846.12, Regular invoices for January 2003, totaling \$19,340.28 and the Millage invoices for January 2003, totaling \$95,510.78. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick explained the January 2003 Budget Summary and Revenue Summary in detail including the November 2002 Revised Budget Summary and the December Budget Summary (December Budget Summary included the following entries 1) 2001 year end audit adjustments (that is completed in August 2002) 2) bills that are approved in December and 3) year end adjustments for 2002 that are made by the Library.
Moved by Member Vernier and supported by Member Clement to accept the January 2003, December 2002 and the revised November 2002 Financial Reports, as information only. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick, Donna Burch's husband passed away on February 7th. 2002 Circulation report is up for the third year in a row. Faxon (periodical dealer) has went bankrupt; Director Warwick has been corresponding with John Monahan at Fletcher's Office. Received a bid from Ebsco Company but in the process of receiving another bid (will probably not receive a discount but the labor saving of having these companies do it is enormous). As soon as he gets a satisfactory response from this other company he will be making a determination of who to go with and order the periodicals (some of the periodicals subscriptions have ended and so we're not receiving them). Would like Finance Committee to meet at 6:00 o'clock prior to the next Library Board meeting, also proposed that the Chairperson (currently vacant) and Member Peter Vernier (if he would accept) to serve on the Finance Committee. The purpose of this committee is to give the Board an opportunity to ask Director Warwick any questions regarding financial figures and would explain them at the Library Board meeting.
- b) Department and/or Committees.
- c) Thank you notices:
Bridge Builders Counseling Inc. – Sherry Young, Pam Pettee
John Folk
Kids In Distress Services Inc. – Lisa Wheeler, Jane Robinson
Teen Ranch Inc. – Mark Hunter
Moved by Member Clement and supported by Member Praet to receive and file Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Memorandum of Understanding between St. Clair County & St. Clair County Library Board.
Member Fernandez explained he and Director Warwick met with County Administrator Troy Feltman and Commissioner Lee Masters. Thought it was a positive meeting; they extended a hand to try to resolve these issues. Some things pointed out by County Administrator Feltman and Commissioner Masters, that Director Warwick would serve on the County Budget committee. They would like to see the Ft. Gratiot Library happen also talked about assisting in the budgeting and planning. Troy Feltman noted they're in favor of District status, if that's what the Library Board wants to do. Also would like to sit down with Director Warwick regarding the different goals of the Library Board to see what can happen. All of this was part again to get the ball rolling so they can report back to the Library Board on what has been done. Also noted at meeting, the Planning Commission has signed off on an agreement and that new County Commissioner's also has been put in place. Since that time the County Parks has also signed an agreement with the County but the language is not the same. The last part of the memorandum that the Parks Commission signed off on said something to the effect this memorandum of understanding maybe rescinded by either board upon writing notice. Member Fernandez and Director Warwick didn't agree to sign anything. They were just the messenger extending a hand to move this forward. Member Fernandez's understanding is that a majority of the County Commissioners would like us to look at putting together some type of document. To his understanding the Library Board can write the document themselves (put in what they want and don't want). The Library is in a little different situation because of the Attorney Generals Opinion. They need to see what the Attorney General's Opinion said and what it doesn't say, and have Director Warwick meet with an attorney and draft a document to then vote on. Member Fernandez notes he doesn't think the Library Board can stand as an island alone. Maybe the Library can once they get District status. He hopes all of the commissioners have the Library in their best interest. Member Fernandez quoted the County's vision "St. Clair County Government exemplifies the values, beliefs and aspirations of the community and their mission is to develop and implement service mechanism and maximize community outcome". Member Fernandez noted he hopes that the Library fits with the vision and fits with the

mission. Three choices for this Memorandum: Do nothing, can automatically agree or can take the time to get with an attorney and research it and get the facts out. Vice-Chairperson Moran said what hasn't been made clear to her is what the purpose of this document is or what are they attempting to accomplish with this document, so where do we go with it? Vice-Chairperson Moran also agreed with Member Fernandez to obtain legal guidance so that they understand what their parameter is with regards to the Library and what is it that they feel they can do that we can't do without this document in place? Member Fernandez also thinks it has part to do with implementing performance base budgeting and employee policies County wide. Member Vernier explained he thinks why the County needs an agreement is to state the obvious differences and the obvious relationship between the County Commission and the Library Board and to agree to what power each holds over and controls. We need more of a letter of understanding than a contract! Member Fernandez asked County Administrator Troy Feltman, do you want to run a Library "No we don't", do you want to hire the Library Director "No we don't", do you want to fire the Library Director "No we don't", are you building a kingdom, "No were not". These were questions asked and questions answered. Member Vernier noted what we really need to do is to understand exactly legally what our responsibilities are for the Library and understand legally what are relationship is with the County Board of Commissioners and put this on paper. Member Fernandez said if the County Commissioners say that the Library doesn't have to do anything then the Library doesn't have to do anything, but he has not heard that so the Library still needs to move forward regarding the memorandum. But again we have not given up anything today and haven't signed anything. In the spirit of cooperation and understanding we're moving forward and two or three months down the road we still might be at a stalemate because maybe there's nothing the Library can do, due to the Attorney General's Opinion. Moved by Member Vernier and supported by Member Fernandez to direct Library Director Warwick to draft a memorandum that would fit all of their responsibilities and be proper relationship with the County. Motion unanimously carried.

VIII. NEW BUSINESS:

Director Warwick explained each position (a-d) and noted the positions are budgeted positions and if the Library is going to continue offering services, he recommends filling the positions. Moved by Member Vernier and supported by Member Clement to approve all four positions. Members in favor, Clement, Moran, Praet and Vernier. Members opposed, Fernandez. Motion carried.

- a) Requesting approval to fill the Page position at Marine City Branch.
- b) Requesting approval to fill Librarian IA position at Main Branch.
- c) Requesting approval to fill Clerk position at Main Branch (S.T.A.R.).
- d) Requesting approval to fill Page position at Main Branch.
- e) Report of Conditions and Recommendations for the Heating, Ventilating and Air Conditioning (HVAC) System.

Director Warwick noted this was informational purposes and currently waiting for the County to notify him on what they're going to be doing.

- f) Needs Assessment Survey.
Director Warwick explained the Library needs to be involved in the County's Capital Improvement Plan. The three bids (contracts) that came in were over what was budgeted. Will probably not make the CIP program for this year but hopes to be on next year's program, this has to be started and done by May or would not be included in County's Plan. Moved by Member Clement and supported by Member Vernier for Director Warwick to forward the contract to the County for approval and if not approved authorizes the second choice and also authorizing the additional \$1,800.00. Motion unanimously carried.

- g) Approval to purchase a Commemorative Book for Dr. Fred Nowland and Donna Burch. Moved by Member Vernier and supported by Member Fernandez to purchase commemorative books for Dr. Fred Nowland and Donna Burch. Motion unanimously carried.

- h) Board Member Reports.
Member Vernier – No report at this time
Member Clement – The Friends purchased a full set of Nancy Drew books and introduced them to the Library they had a program (50 people attended) and also had a Laura Ingalls Wilder program, 43 people attended.
Member Fernandez – Attended a meeting with Jim Warwick to discuss the Memorandum with Troy Feltman and Lee Masters. Also discussed starting a Foundation.
Vice-Chairperson Moran – Memphis Branch has a new employee (former employee), Assistant Branch Librarian, Blake Cottingham who is working out very well. We have a newly formed Friend’s Group in Memphis, it’s doing well, members are in the planning stages on raising funds for this year and has monthly meetings. Still ironing out problems with the Guardian system, but their moving along ok with that. Capac Branch said everything is fine. Director Warwick noted he would be calling LibraryGuardian regarding the scheduler.
Member Praet – Plans on visiting the St. Clair and G. Lynn Branch. The Marysville Friend’s Group has purchased books shelves for their used book sell also their story hour is doing very well.
- i) Election of Chairperson.
Director Warwick asked if there were any nominations for the Chairperson. Moved by Member Clement and supported by Vice-Chairperson Moran to nominate Member Fernandez as Chairperson for the County Library Board. Member Fernandez accepted. Motion unanimously carried.

NEXT REGULAR MEETING DATE. Tuesday, March 18, 2003 at 6:30 p.m., located at the Main Library, 210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room.

- IX. ADJOURNMENT: Moved by Chairperson Fernandez and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 8:40p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary