

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, January 24, 2006 (rescheduled)
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library

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

ABSENT: Lynn Moran.

ALSO PRESENT: Following staff members: Stanley Arnett II, Allison Arnold, Melissa Davis, Peggy Guoin, Anita Jackson, Kimberley Radatz, Janet Rose and Faith Wormsbacher. Others: Commissioner Pamela Wall, Times Herald Reporter Shannon Murphy, Trish Arnett, Jerilyn Brown, Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:38 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA:

Moved by Vice-Chairperson Praet and supported by Member Nicholl to approve the Agenda as received. Motion unanimously carried.

Department Heads Report – S.T.A.R. – Mary Jo Koch. Director Warwick explained a variety of equipment and material that is used and available through the S.T.A.R. Department.

Librarian Mary Jo Koch presented an outreach presentation giving an introduction of the S.T.A.R. Department including information on who qualifies, how to apply, services offered and department goals for 2006. Library board thanked Mary Jo on her well done presentation.

III. CITIZENS' COMMENTS:

None

IV. APPROVAL OF MINUTES: Moved by Member Nicholl and supported by Vice-Chairperson Praet to approve the December 20, 2005 Regular Meeting Minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Vice-Chairperson Praet and supported by Member Nicholl to approve the Regular invoices for December 2005 totaling \$41,136.40 and Millage invoices for December 2005 totaling \$117,528.61. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick explained the revenue was over approximately \$83,000 and expenses were under but when you take into consideration the procurement cards and other expenses we think the year end expense will show a surplus around \$50,000 to \$75,000. Chairperson Larson noted it's important to recognize that we projected a \$140,000 deficit which was going to come out of our fund reserve. It turns out our revenue exceeded our projections and our expenses were somewhat less. Member Nicholl asked for an update on the elevator repair. Director Warwick explained it will be awhile for repairs to be done, but the elevator is operating. Chairperson Larson noted with ending the year 2005 in a positive he would like to re-consider perhaps reinstating some of the staffing positions. He recognizes that it has become very difficult to provide coverage for vacations and sickness. Moved by Member Vernier and support by Vice-Chairperson Praet to accept the Financial Report. Motion unanimously carried.

c) Discussion – 2007 Budget – See Director's report.

Chairperson Larson explained Director Warwick sent a very preliminary break down of the 2007 budget to board members, which he will share at the next meeting. Chairperson Larson also noted he appreciated the way he broke the budget down! Director Warwick is in the process to look at other proposed programs and staffing needs which the board needs to

consider in the future. Chairperson Larson noted he asked Director Warwick for him to provide at the next meeting a little more rational for some of the new positions (terms of what the benefits are, what's the lacking, and the cause for us to look at), a breakdown on the capital equipment line, a list of proposals from staff and a actual breakdown of the proposed branch operating costs for 2005. Vice-Chairperson Praet explained she is concerned about Ira's hours and over all concerned about all hours. Director Warwick explained he sent a request asking staff for ideas and a few ideas were adding an additional day to Yale and adding an additional delivery day to the schedule (currently not included in preliminary budget but will be). Director Warwick noted what's trying to be done is to restore hours to the 2002 level and also to get the on-line databases back up to what they were. We want the databases back which will make us a 24/7 a day service and not just the hours that were opened. Other ideas were to get equipment replacements on a regular replacement schedule, do more programming, promote literacy, increase library material and reinstate computer classes. Member Vernier noted the 2007 budget gives us a working figure for an increase for the Millage. Chairperson Larson explained things that would happen at the February meeting is a formal presentation of the budget with a consensus to get further input from other members of the community before we adopt any proposed budget or adopt a proposed resolution for a Millage. There are several steps that we need to go through: 1) Share with staff 2) meet with board of commissioners at a work session and share 3) before Director Warwick is able to go out, the library board needs to formally receive and discuss the proposed changes and additions which gives endorsement for further discussion but not to adopt the budget it gives guidance. Chairperson Larson also noted both he and Director Warwick will be meeting with Bob Kempf to discuss the cost allocation and there's a working session scheduled for March 18th with the commissioners. This is to give an update on where we are with the Millage and the cost.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick acknowledged our programmers for receiving a state-wide award from the Michigan Reading Associations and also acknowledged and thanked Librarian Janet Rose for her years of dedication and mentoring our programmers at our branches. Director Warwick noted Martha Walker our former Assistant Director was released from the hospital and is recovering and Walt Richardson who has dedicated himself for many years to the S.T.A.R. Department repairing talking book machine's is in the hospital. Friends had their meeting on Friday and would like to provide extra funds to do more programming. Since Administration Secretary Kimberley Radatz has finished working on the budget for now it's been put into hiatus because the state report needs to get done. Director Warwick has a meeting in Lansing and will deliver the state report then. Circulation report is down by 6.17%, this is less then the hours that we cut. Staff will be discussing why. Intend to have the programming policy ready for review at the February meeting.

b) Department and/or Committees.

c) Thank you notices.

First Night Port Huron – Laurie Sample-Wynn
Port Huron Hospital Foundation

Moved by Member Vernier and supported by Member Nicholl to accept the communications as received. Motion unanimously carried. Vice-Chairperson Praet noted with the changes in hours it's amazing how the branch librarians have so many different activities in one month to get patron's in there, and also noted she applauded them and for them to keep on the high road and not to be discourage.

VII. OLD BUSINESS:

a) Revised 2006 Budget.

Chairperson Larson noted when all is said and done it looks like our projected deficit is \$466,059 which includes an increase in allocation cost, lost of revenue from the county appropriation, tax tribunal \$113,823. Director Warwick also included that utilities were increased, an increase for programming and also noted a lot of the expenses were down because we tried to do purchases this year to smooth out making it easier on next years budget. Chairperson Larson explained because the end of the year fund ended up positive instead of a negative we are going to have an increase in our fund reserve and the board should asked Director Warwick to re-look at some of the part-time positions and page

positions that have been either reduced or cut due to our financial situation this past year. Board agreed that Director Warwick is to re-look at staffing support positions and come back to February's meeting with recommendations and explanation of why. Chairperson Larson noted they would delay taking action on the 2006 budget until they include reinstating the positions.

- b) In-Service training – 2 half days.
Moved by Member Vernier and supported by Member Nicholl to have Director Warwick send a letter to County Commissioners to request being closed for two half days (dates not known) for In-Service training for all staff. Motion unanimously carried.
- c) Millage – Date.
Chairperson Larson explained there were two options May 2nd or August 8th. Moved by Member Vernier and supported by Vice-Chairperson Praet to place the Millage on August 8th 2006 ballot. Motion unanimously carried. (Please note date correction).
Chairperson Larson and Director Warwick met two weeks ago with Shaun Groden and Pat Anger and talked about our letter indicating we chose not to go district at this time discussing what the intent is, what is our proposal and projections for Millage renewal. They also assured us they are very supportive of anything we choose to do and will do what ever in their power to facilitate sharing information and subsequently hopefully approval of the Millage. Chairperson Larson thought the meeting was very well good discussion and a result of this meeting Shaun did put the Library on the work session on March 18th with the board of commissioners to review the status of the library and some of the benefits of the renewal. Member Vernier asked if the library comes up with the language for Millage or does the county? Director Warwick explained we usually work with attorney Gary Fletcher.

VIII. NEW BUSINESS:

- a) Board Reports.
Vice-Chairperson Praet – Spoke to everyone last week. G. Lynn Campbell started to weed out their material and their Friends group will be having another heart fund-raiser. St. Clair Friends First Thursday program was Freya Project (techno-thriller) and was well attended. In February the Friends First Thursday program will be Barb Hawkins speaking about Little House on the Prairie books also a fiddler will be there. Marysville is doing really well and computer classes are coming up.
Member Vernier – No report
Member Nicholl – No report
Chairperson Larson – He appreciated Director Warwick preparing information to share with Shaun and Pat and he also felt very positive about the meeting and appreciated the meeting with them. He will also be providing a time-line for the Millage at the next meeting.

NEXT REGULAR MEETING DATE. Tuesday, February 21, 2006 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 Vernier to adjourn meeting. Meeting adjourned at 7:37 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary