

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Wednesday, January 24, 2007
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

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

ABSENT: Lisa Vesper.

ALSO PRESENT: Allison Arnold, Peggy Guoin, Anita Jackson, Dale Kittendorf, Kimberley Radatz, Janet Rose and David Smith. Others: County Commissioner Pamela Wall, Jerilyn Brown and Kathleen Wheelihan.

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

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

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

Chairperson Larson welcomed special guest County Commissioner Pamela Wall.

Department Head Report – David Smith – Income Tax Forms

Librarian David Smith explained the Library has standing orders on basic tax forms through the Internal Revenue Service and Lansing. Forms and instructions can also be down loaded from both their websites and hard copies are available at any branch with a charge of .15 per copy. City of Port Huron forms are also available on the city’s website and locally at the City Building. Archived material is available several years including instructions. If patrons have tax questions they are referred to the adult section where several materials are available. David also noted the Library is the only facility which offers material that the United States Postal Service no longer does.

Chairperson Larson also explained there are organizations available for local tax support, naming one St. Clair County Economic Opportunity Committee (EOC) and it would also be good to refer these folks to these places for assistance (maybe have a list available). Vice-Chairperson Praet noted the AARP will be available by appointment at the Marysville Branch for tax preparations.

IV. CITIZENS’ COMMENTS:
None.

V. APPROVAL OF MINUTES:
Moved by Vice-Chairperson Praet and supported by Member Moran to approve the December 18, 2006 Regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the Regular invoices for December 2006 totaling \$7,368.31 and Millage invoices for December 2006 totaling \$105,704.85. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained the revenue is up for year end. Regarding the expenses Chairperson Larson noted we have not been purchasing material as we have in the past so the purchases currently are acceptable and also it's a reasonable acceptance of where we stand!

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

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted the Friends Group would like to host a combined 90th celebration for the Library and fundraiser for the Community Foundation sometime in October. Director Warwick asked Commissioner Wall if she has heard anything regarding the DTE Tax Tribunal. Commissioner Wall explained the case is in process and it wouldn't be for at least a couple of months because there's a lot of material being reviewed. Also if it's settled then it might be appealed, this will take longer. Director Warwick also noted he received an email on MLA Legislative Updates explaining the consensus revenue agreement that shows the state will collect \$556 million less in fiscal year 2007 than anticipated and also consensus revenue agreement also established a \$917 million shortfall for fiscal year 2008, immediate action is being taken by MLA. Director Warwick also attended The Library Network (TLN) steering committee meeting, it was announced they will no longer seek joining with Suburban Library Cooperative and they are advertising for a director. We have received the PAC HUB Grant as 2007 revenue. Facilities Use Report has been placed on the board workshop agenda for the 10th. Also noted the workshop would be held from 9:00 a.m. to 12:30 p.m. in conference room A, the auditorium will be used as back up for space if necessary. In tonight's packet the board received Adult Services Coordinator and Technical Services Department Report and a Facilities Use Report for review.

Chairperson Larson complimented the staff on their board reports and thanked Branch Coordinator Peggy Guoin.

b) Department and/or Committees.

c) Thank you notices:

Mid City Nutrition
Port Huron Hospital Foundation
Safe Horizons

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

VIII. OLD BUSINESS:

a) Building Assessment Study.

Director Warwick noted they will be contacting the County to see if BMJ received the contract.

b) Municipal Agreements.

Director Warwick explained minor changes were made to the agreement (safety matter) and sent out to the municipalities. Kimball requested a past copy of their contract and both Capac and Burtchville both passed the agreement for signature. Marysville was waiting for any changes. Director Warwick will make minor changes to the agreement. Will also let Kimball know, for continuous service an agreement has to be in place. Director Warwick has already

asked for prior year budgets and expenses. Once these contracts are signed they will be sent to the County for their signature.

c) Workshop Agenda.

Director Warwick to provide any Long Range Planning Proposals provided by consultant Charlene Ezell for board review.

IX. NEW BUSINESS:

a) Board Member Reports.

Vice-Chairperson Praet – Spoke with Branch Librarian Jane Perukel. Agreement has not been signed. Also noted Kimball Township is to move sometime in April. Also commented on the meeting room that it would be nice for the library to expand into this area once they move. New page is working out very well. They are very busy. Visited with Branch Librarian Vickie Hurley at Marysville. They held their Historical program on the 3rd Thursday – “Marysville Bus Co” their next discussion will be how Marysville at one time was part of Port Huron Charter Township. Tax help is available by AARP at Marysville on Thursday nights, appointments required. Branch Librarian Julie Alef hired an Assistant Branch Librarian at St. Clair with an MLS. Expect a very good turn out for their author in February “*Sinking of the Morrell*”.

Member Moran – Spoke with Branch Librarian Linda Aguinaga in Capac. Things are going along very well except when IT is notified of a problem, they don’t show up for two to three days. Would be nice if they would let them know when they’re coming out. Assistant Director Allison Arnold will let Member Moran know if there is a library card available for business owners who lease property.

Member Vernier – Explained the Algonac-Clay Branch computers are extremely slow and asked if we could do some type of survey (work order) with IT regarding this computer problem to see where the problem is and get it fixed! Also stated this doesn’t happen all the time, sounds like something is being over loaded.

Chairperson Larson – No report

Director Warwick noted he spoke with Branch Coordinator Peggy Guoin and Branch Librarian Kaye Ray at Yale on problems with teens after school. There has been a meeting planned with the city, school and police to discuss these problems. He also stated a priority is to get the Code of Conduct finished. Chairperson Larson mentioned for Director Warwick to check with EOC. They might have a video recording system for use. Member Vernier also noted for Director Warwick to check with their local fire department for maximum capacity.

Chairperson Larson acknowledged the Circulation Report is up significantly by 7.51% for the year. Director Warwick is very pleased! Chairperson Larson also noted he will not be at February 28th, March 28th and April 25th board meetings.

NEXT REGULAR MEETING DATE. Wednesday, February 28, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned by Member Vernier at 7:21 p.m.

Respectfully Submitted:

Helen M. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary