

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, January 27, 2009
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,
Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Lynn Moran, Helen Praet, Janna Soelter and Lisa Vesper.
DIRECTOR: James Warwick.

ABSENT: Arnold Larson.

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Dale Kittendorf and Kimberley Radatz.
OTHER: Sharon Bevelee, Jerilyn Brown and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Praet at 6:30 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Director Warwick requested the Assistant Branch Librarian positions (2) for approval to be removed. Director Warwick explained the Board of Commissioners passed a resolution which doesn't require Millage funded Departments to request approval for position to be filled.

III. APPROVAL OF AGENDA:

Moved by Member Vesper and supported by Member Moran to approve the agenda with the removal of Assistant Branch Librarian positions (2) for approval. Motion unanimously carried.

Department Head Report – Putting the Pieces Together – Allison Arnold & Peggy Guoin.

Director Warwick explained this presentation was given in September for the Friends and recently at the Staff In-Service. Ms. Arnold presented a formative power point presentation explaining how the Library works with the Friends and inside the County.

IV. CITIZENS' COMMENTS:

None.

V. APPROVAL OF MINUTES:

Moved by Member Moran and supported by Member Vesper to approve November 25, 2008 regular meeting minutes as received (December 23, 2008 was cancelled). Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Moran and supported by Member Vesper to approve invoices for both November 2008 totaling \$255,968 and December 2008 totaling \$155,433.34 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted it probably has been one of the closest years between expenditures and income. Also noted income is down about \$60,000. Unspent balance was \$404,000, however when you take the tax tribunal (set aside) out of the \$265,000 it

leaves a balance of \$139,000 and not all invoices have been paid and this amount can go down.

Moved by Member Moran and supported by Member Soelter to receive and file both November 2008 and December 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick thanked Ms. Arnold and the Technology Committee for the work they have done! Also noted he gave a book talk about historical fiction at the last Friends meeting and also offered his talk to any Friends group interested. Director Warwick also noted it seems that DTE would like to make a settlement (Tax Tribunal).

b) Department and or Committee.

Vice-Chairperson Praet asked if Marine City's expansion looks as if it's a really go. Member Soelter said yes it looks great. Director Warwick agreed. Member Soelter also noted the Library, Fire Department, Boys and Girls Club and the Police Department will all be located in this area. This is going to be nice change for Marine City.

c) Other.

Moved by Member Moran and supported by Member Vesper to receive and file both December 2008 and January 2009 Communications as presented. Motion unanimously carried.

VIII. OLD BUSINESS:

None.

IX. NEW BUSINESS:

a) SirsiDynix – Approval.

Moved by Member Vesper and supported by Member Soelter to approve the Annual Horizon Software and Hardware Maintenance Agreement in the amount of \$41,704.96. Motion unanimously carried.

b) Appropriate Library Use Policy – Revision.

Moved by Member Vesper and supported by Member Soelter to approve the Revised Appropriate Library Use Policy. Motion unanimously carried.

c) Capac Branch Plan.

Director Warwick shared the Plan for the Capac Branch. Also noted the Friends already purchased the carpet. Member Moran noted with the changes it'll make more room for material, also noted they're looking for donated paint and also help. Director Warwick suggested they write a grant from the County Foundation and the Community Foundation of St. Clair County (with Peggy's assistance). Regarding the shelving Director Warwick noted they need at least an additional \$12,000 and the next step for this is, Linda Aguinaga the Branch Librarian needs to review and prioritize the Plan and then present to the board for approval.

d) Schedule Board Workshop September.

Tabled to the April Board meeting. Director Warwick noted he probably won't be at the April meeting.

e) ICMA Grant.

Branch Coordinator Peggy Guoin explained the grant got her attention because it was how to formed partnerships between libraries, townships and cities and this is what we need here in our County. It's in line with our Long Range Plan!

Moved by Member Soelter and supported by Member Moran to endorse the ICMA Grant. Member Soelter complimented Ms. Guoin on her work (demographic and numeric information) she provided for Marine City.

f) Board Member Reports.

Member Vesper – Yale MediLodge contacted the Yale Branch, they are looking to do another fund raiser, maybe a flea market, craft or bake sale (need about \$400. to do additional lighting). Yale also started a new adult book club and next month they're reading Empire Falls.

Member Moran – Spoke with Assistant Branch Librarian Judy Weaver at the Memphis Branch she asked if there were anyone in the system that can help her facilitate in getting a grant. Spoke with Branch Librarian Linda Aguinaga at Capac and talked about the Branch Plan. Things are going very well.

Member Soelter – No report.

Vice-Chairperson Praet – Visited G. Lynn Campbell Branch. They have been very busy and also discussing how they want to improve the meeting room. The MAP program is being discovered and their programs have come very much attended. Spoke with Assistant Branch Librarian Jayme Tarzwell at the Marysville Branch. AARP are scheduled for Mondays to do taxes and computer classes are full. Ms. Tarzwell is starting her Ladies Night Out classes again. Also Assistant Branch Librarian Cindy Miller has taken over the children's programming since Tammy Williamson left. Also noted their shelf elf program is going really well. Ms. Guoin noted we should know this Thursday about filling the vacant positions at Marysville. Spoke with Branch Librarian Julie Alef. Their branch is very busy and computer use is up. Small Business Association is at the Branch also two new programs Scrabble and Learn to Pay Bridge seem to be taken off really well. The next First Thursday program sponsored by their Friends in February is Interior Re-Design on a budget.

NEXT REGULAR MEETING DATE: Tuesday, February 24, 2009 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, City of Port Huron.

X. ADJOURNMENT: Meeting adjourned at 8:10 p.m. by Member Vesper.

Respectfully Submitted:

Helen M. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary