

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 20, 2004
111 N. Main Street, Capac, Capac Public Library

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

ABSENT: Lori Vinckier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Branch Librarian, Kathy Andersen; Assistant Branch Librarian, Jill Sivec; Branch Coordinator, Peggy Guoin; Branch Librarian, Patsy Beischer; Children's Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Trish Arnett, Brenda Arnold, Ron Beischer, Erwin Kot, Gert Kot, Gretchen Krug, Mary Mackey, Irene Schoenberg and Margaret Smith.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:35 p.m. All members present except Member Vinckier. Thanked Branch Librarian Patsy Beischer and staff for hosting tonight's meeting. Thanked all in attendance from the Capac Friends and advisory groups.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Agenda as amended to include under New Business: (d) Replacement of staff computers. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
Kathleen Wheelihan read a detailed letter explaining staff moral is low. Cannot see how they cannot question some of the decisions that are being made regarding staffing. Also concerned with children's program budget being cut and the Millage campaign.
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the June 22, 2004 Regular meeting minutes as presented. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for June 2004 totaling \$7,665.98 and Millage invoices for June 2004 totaling \$36,806.38. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick explained his analysis of Income they received in their packet. Director Warwick also acknowledged Ms. Wheelihan had good comments but asked where do you balance? We have already cut our book budget down. Where are we going to find ways to balance the budget? We have many fixed expenses. Chairperson Fernandez noted the board has set priorities at the beginning of the year. Campaigning is usually low key and regarding the budget we have not ever cut staff. If it comes down to the future, we maybe facing either cutting staff or cutting services this is a fact, everyone is facing the same thing, this is why we started a Foundation. We need to be thankful for what we got and look at it half full and not empty. Director Warwick noted the Library has received the Reed Grant (Internet use) also noted he might be coming to the board for future one time purchases
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the financial report. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.
Director Warwick noted circulation was down slightly again. We are trying to do some marketing to help branches who are experiencing low circulation.
- b) Department and/or Committees.
Chairperson Fernandez asked Vice-Chairperson Moran and Member Praet to give their opinion on the Personnel Policy (committee). Vice-Chairperson Moran noted it's wonderful. We're clarifying a lot of information, personally feels it's worthwhile. Member Praet noted it's very worthwhile. It is dealing with specific library issues and also found it sometimes to be intense because the committee doesn't get that far because everyone has their own opinion. Chairperson Fernandez noted we are dependent on everyone to make the Library successful and we appreciate all of the Friends groups.
- c) Thank you notices:
Blue Water Center for Independent Living
Muscular Dystrophy Association
St. Clair County Health Department
Member Praet commented on the Youth Services Report that she is amazed with the stuff they do and what they do to keep everyone busy and wanting them to come back and especially with a reduced budget. Member Praet commended the Children's Librarian Janet Rose and her staff.
Moved by Member Praet and supported by Vice-Chairperson Moran to receive communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Detroit Edison Company Tax Assessment Appeal Letter.
Neither Chairperson Fernandez nor Director Warwick heard anything new. Chairperson Fernandez noted he would meet with Equalization Director Greg Hill to discuss further.

VIII. NEW BUSINESS:

- a) Preliminary 2005 Budget.
Director Warwick explained there is nothing to add other than updating the budget with County information.
- b) Randy Fernandez submitted a letter not seeking another five-year term.
Chairperson Fernandez explained he has been approached to serve on other boards and feels changes are good and would like to move on.
- c) Request to fill full-time STAR position with part-time position.
Recommended to fill the position with a two-day part-time person and two days in-house. All positions so far that have been reduced have been public service positions. Therefore, administration is taking a cut, which means that some people will have to do more work in the business office. The other alternative is to turn the STAR department back over to the State and not fund it. Doesn't think this is a good alternate as we are serving our seniors. With this plan we still stay within the State Library's recommended staffing and would be saving annually \$30,000. This is the first time a full-time position came open and would be saving in the benefit area. Member Praet noted maybe Librarian Mary Jo Koch could become full-time in STAR and instead of reference but also noted that reference is in need of staffing. Also stated the administration person has fought for a long time for not having to work nights and weekends and that this person would end up having to work these. Should keep this position full-time and somehow work it out that you find somebody who is already qualified and who maybe has worked there at one time.
Member Vernier noted he understands her point of view, and also this issue might be a Union matter. Moved by Member Vernier and supported by Vice-Chairperson Moran to fill full-time STAR position with part-time position. Motion carried three to one. Member Praet explained she was concerned with the moral of the staff at Main. It gets very stressful because there is so much to do and also hopes once things turn around instead of forgetting about these positions that have not been filled that they will be able

to be filled once things get back on track. Director Warwick will ask branch managers to write a report on number of Pages. Member Praet asked Director Warwick to call them to request approval for filling positions. Member Vernier explained this could violate the Open Meetings Act. Chairperson Fernandez explained you cannot take action over the phone without publicizing the meeting or calling a special meeting.

d) Replacement of staff computers.
Moved by Member Vernier and supported Vice-Chairperson Moran to approve the replacement of sixty-one staff computers. Motion unanimously carried.

e) Board Member Reports.
Member Praet – G. Lynn Campbell’s Summer Reading program is going very well. Craft programs have picked up. August 7th the Friends are sponsoring the play Passion’s Prentice Players performing Cinderella & Being King Arthur at 11:00 and 1:00 p.m. On August 10th at noon the Marysville Branch is having a magic show for the Summer Reading party. August, beginning Internet classes starting up. St. Clair Branch they had 200 children participate in their Summer Reading Program and busy.

Vice-Chairperson Moran – Memphis Branch they’re going very well. Will be having a float during August for the Memphis Festival Days. Had an ice cream social honoring Branch Coordinator Peggy Guoin’s husband John who painted a mural on the Memphis Branch building. Had a bicycle stunt performer at the branch and also talked about bike safety. Capac is very busy with their tours, crafts and stories for the elementary school classes’ grade 1-3 that come through to introduce them to the library. Also having the bilingual story time and have great attendance with their activities this month as always. Thanked staff member Assistant Branch Librarian Carol Nemecek for the nametags and bookmarkers and thanked Branch Librarian Patsy Beischer. Patsy Beischer noted things are going along fine and that one of their Page’s have quit and has filled that position also noted that the two hour Page cut hasn’t effected them.

Member Vernier – Children from the Holy Cross School in Marine City will be attending the Youth Day in August of 2005, they have several fundraisers and wanted to thank Marine City and Ira for saving newspapers for the fundraiser paper drive. Ira Branch has been packed and surprised that the branch doesn’t show an increase in circulation. Will be looking at the material budget next year for changes.

Chairperson Fernandez – Has been working with different commissioners to see if any funds are available to help the Library and will be meeting at the St. Clair Branch in August.

Reminded all to Vote August 3rd.

NEXT MEETING DATE. Tuesday, August 17, 2004 at 6:30 p.m., located at the St. Clair Public Library, 310 S. Second Street, St. Clair.

IX. ADJOURNMENT: Moved by Member Vernier and supported by Member Praet to adjourn meeting. Motion unanimously carried. Adjourned at 8:15 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary