

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR  
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, July 18, 2006  
111 N. Main Street, Capac Public Library

PRESENT: BOARD MEMBERS: Arnold Larson, Lynn Moran, Helen Praet and Peter Vernier. ASSISTANT DIRECTOR: Allison Arnold.

ABSENT: Kathy Nicholl and James Warwick.

ALSO PRESENT: Following staff members: Linda Aguinaga, Melissa Davis, Peggy Guoin, Dale Kittendorf, Carol Nemecek, Kimberley Radatz, Janet Rose and Faith Wormsbacher. Others: Jerilyn Brown, Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:37 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA:

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

Capac Branch Librarian Linda Aguinaga said they have been really busy with the Summer Reading Program. They have signed up more this year (well over a hundred) than last year (88). She officially has been here since April as Branch Librarian (transferred from Memphis). Sponsored a program today, Mary Ellen Clark (puppet program) with 27 people in attendance and a few weeks ago they also sponsored the Leader Dogs for the Blind with 16 attending. They don't have a sidewalk sign and currently posting signs on the door to help with the attendance of programs. Computer classes are not doing well and have spoken with Adult Services Coordinator Dale Kittendorf. Vice-Chairperson Praet suggested asking their friends group for a sidewalk sign. Recently hired a new Page, Renee Crane. Capac Days starts this weekend and their Friends book sale starts this Friday with the main street closed off.

III. CITIZENS' COMMENTS:

None

IV. APPROVAL OF MINUTES: Moved by Member Moran and supported by Vice Chairperson Praet to approve the June 20, 2006 regular meeting minutes as received. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Member Moran to approve the Regular invoices for June 2006 totaling \$5,652.96 and Millage invoices for June 2006 totaling \$50,081.09. Motion unanimously carried.

b) Acceptance of Financial Report.

Assistant Director Allison Arnold explained the current property tax we are up \$17,000 in the positive and also in the positive for interest revenue and fees (\$3,000) and fines are coming in a little higher. Also mentioned Director Warwick has a concern with penal fines because they are down. Rent at the moment is down and donation we are ahead. Total revenue for regular we are just down \$32,000. Expenses we are going to be under spent in salaries but we have not purchased items yet for Burtchville (fiber, computers etc.). Chairperson Larson noted in general our revenue is slightly up and our expenses are slightly down.

Moved by Member Vernier and supported by Member Moran to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Assistant Director Arnold highlighted the meeting list (full page long). Retro pay to staff has been disbursed. Very pleased with the circulation numbers up 15%. Last Monday at the Main Branch we participated in the sidewalk sale. The program was extremely successful. All staff who participated was very excited about our turn out (over 500 attended). Friends raised about \$900 for their book sale. Branch Coordinator Peggy Guoin organized the Scholastic book sale (same day) and we raised over \$600 and the profit of about \$161 which will go to the Friends. Free popcorn, water and juice were provided. Also thanked EOC for their donation of the use of their popcorn machine. Thanked McDonald's for donating juice and staff for their various donations and their time. Presenters were live entertainment; balloon twisters, magician, stump the librarian and booth for kid's craft (chalk art on the sidewalk, book mark and coloring pages). Staff participated with a float in the Rotary International Day Parade. Everyone had a good time (heard great comments throughout the parade route).

b) Department and/or Committees.

c) Thank you notices:

Yale Elementary School

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

VII. OLD BUSINESS:

a) Detroit Edison Tax Assessment.

Chairperson Larson explained Director Warwick spoke with Paul Bailey regarding interest on the tax tribunal and yes we would be liable for interest for the amount of money set a side. Member Vernier explained usually its 3% or 4% interest rate and would only be on the amount we owe for each year.

b) Millage update.

Assistant Director Arnold noted lots of signs are going up. Director Warwick is very pleased with the presentations and what he has been hearing and also happy with the editorial the Times Herald published. He also feels the meeting he and Chairperson Larson had with the editorial board was very beneficial for the library. Point of View that appeared in the paper just recently was published very positive. Ballot language Director Warwick has provided for the possibility of discussion if Millage fails.

Chairperson Larson noted he's attending Millage Campaign meetings and also noted the Millage Campaign Committee has raised about \$9,000 and promoting most of the activities and paying for most of the campaign. Think it's pretty positive and they're working hard to get information out. Right now the Friends group has about \$3,000 in reserves that are not being committed in case we do need to have a second Millage election or if not it could be used for future elections. On election night Anita Jackson had volunteered the use of her home for a place to go on election night, but he feels it's more appropriate to use the Main Library's meeting room. We could get reports within a half hour from the Clerks Office. The time would be around 8:00 p.m. and goodies would be provided by the library and we encourage staff to attend. Also stated there are some positives by the group being together to share in hopefully a victory and if not a victory to see where we go next. Chairperson Larson explained that the board asked Director Warwick to check some things in case it didn't pass. We would have to wait until the February election or have a Special election unless there's another issue on the ballot it would cost about \$72,000 to conduct the election which would have to come out of library's funds. There's a possibility the Port Huron Area School District re-call may be on the ballot or the County may have an issue on the Emergency Dispatch System. We have to have the ballot language to the County Clerks Office seventy days prior to the election (second week of December) which means we need to have a resolution passed at our October board meeting or Special meeting in October to get it to the board of commissioners in November. Member Vernier gave a recommendation to the board that the staff provide additional options at the August meeting. Then if we need to set the September meeting early we could. Chairperson Larson noted this gives us about two months to look at what our options are but we would have to make a board decision on a resolution by the October meeting. We could ask the staff for more than one scenario to be shared with the board so they would have time to analyze maybe set up a Special meeting. Also noted if it's something less than a renewal plus two-tenths the community needs to know what is the less

and what it impacts. Assistant Director Arnold reminded everyone today's the day to send out postcards. Chairperson Larson also noted to remember to keep a list and call these people to remind them to vote on that date.

c) 2007 Budget.

Chairperson Larson noted they did not need to take action for the board of commissioners until this fall on the 2007 budget and to remind them there might be some slight changes in revenue and expenses between now and September and will be presented at this time for board action.

d) Submission of By-Laws to Corporate Council for review and re-adopt at the Annual meeting in September (changes).

Vice-Chairperson Praet and Member Moran as a committee recommended the board to send the By-Laws to Corporate Council as currently written for review. All in favor.

e) Library Director's Evaluation.

Chairperson Larson explained he would summarize the evaluation and will forward to board prior to the August meeting with comments. The board plans on meeting with Director Warwick in executive session to discuss his evaluation. Also has a meeting with the management staff this Thursday to briefly discuss their perception of the Director's performance and will be shared with the board at the appropriate time and hopefully have the evaluation completed at the August meeting.

VIII. NEW BUSINESS:

a) Board Member Reports.

Vice-Chairperson Praet – G. Lynn Campbell is having their Millage meeting tomorrow at 5:00 p.m. Director Warwick will give his presentation. They also hosted the Michigan author Freddy Fox, it was very interesting but not a lot of people attended. They're still doing kid projects and promoting a book called Chickens on the Go and having a book signing. In September they're having two quilt programs one for children and one for adults. Visited Marysville, there was a mix up with the children's projects, but no matter what they always have a response. They have postponed through the summer their reading club. Next Monday at 4:00 p.m. Care Bear will be visiting Marysville and August 14<sup>th</sup> Scooby Do will be there. Friends are having a community Millage meeting on July 27<sup>th</sup> at 6:30 p.m. August 1<sup>st</sup> they have scheduled a summer ending party for the reading club and Old Country Buffet is handling everything for them (children receiving a free meal). Visited St. Clair and had a chance to meet new substitute Gene Church. Their branch is busy and they're also having a Friend's community meeting on Thursday at 7:00 and working on sending out post cards and waiting to see about their open position (after Millage).

Member Moran – Spoke with Branch Librarian Lori Herrington at Memphis. They're busy with Millage activities. Member Moran has been busy distributing signs and attending meetings. She and Friends President Ann Maas will be manning the library's booth on July 31<sup>st</sup> at the Goodell's Fair Grounds.

Member Vernier – No report

Chairperson Larson – Walls and trusses are up at Burtchville Branch. Much of the labor is being provided by local contactors at cost. It's going up pretty fast. Friends group are trying to raise \$50,000. Assistant Director Arnold noted they had a building committee meeting last night but didn't have a report. Chairperson Larson notes the basic structure is being paid for by the township and the library is providing some items for inside. Also noted in board packets is a copy of a letter from Director Warwick to County Administrator Shaun Groden regarding a building assessment study for the library. We hope within the next thirty days we get some kind of response to their intent to go ahead with the study.

NEXT REGULAR MEETING DATE. Tuesday, August 15, 2006 at 6:30 p.m., located at the St. Clair Public Library, 310 S. Second Street, St. Clair.

IX. Adjournment. Meeting adjourned at 7:27 p.m.

Respectfully Submitted:

---

Arnold H. Larson, Chairperson

---

James F. Warwick, Director/Secretary