

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 20, 2006
300 S. Parker Street, Marine City Public Library

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

ABSENT: Kathy Nicholl

ALSO PRESENT: Following staff members: Allison Arnold, Melissa Davis, Peggy Guoin, Lois Kaufman, Dale Kittendorf, Kimberley Radatz, Janet Rose, Eileen Stier and Faith Wormsbacher. Others: Times Herald Reporter Shanon Murphy, F. P. Babchek, Adele Klaassen, Kate Muehleisen and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:33 p.m.

Pledge of the Allegiance

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

Branch Librarian Lois Kaufman welcomed everyone, introduced staff and gave an informative presentation on the Marine City Public Library, including history.

III. CITIZENS' COMMENTS:
None

IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Praet and supported by Member Moran to approve the May 16, 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 Vice-Chairperson Praet to approve the Regular invoices for May 2006 totaling \$7,145.68 and Millage invoices for May 2006 totaling \$116,896.66. Motion unanimously carried.

b) Acceptance of Financial Report.
Director Warwick explained we're going along ok with expenses, should have a little surplus in salary, staff retro pay has not been paid yet. We are also watching capital spending to void last minute spending. Revenue we have additional property tax, \$17,000 over what we have budgeted. Interest we'll be receiving more. Penal fines are a concern. Overall the revenue is not a bad scenario.

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

VI. COMMUNICATIONS:
a) Library Director's Report.
Director Warwick explained the date is August 15th to put proposals on the ballot for the November election. Circulation is doing well but reference stats are down. Has also updated the goals and objective summary. Noted in their packets they have received a report on the first annual In-Service Training. He will not be at the July Library Board meeting. He is giving a presentation in Algonac so Allison Arnold will be conducting the meeting at the Capac Branch. He has been busy scheduling meetings, doubled up on some evenings. Thanked Member Praet for attending the Marysville City Council meeting. There are two Millage presentations 10 or 15 minutes available. Chairperson Larson asked for an update on Unique Management. Assistant Director Allison Arnold explained basically things are running along smoothly with Unique Management. We are getting material and funds back. Also complimented Maura Gostinger on

doing a very good job in transacting with irate individuals. Director Warwick noted we would also be sending over 2004 and 2003 to Unique Management. Vice-Chairperson Praet asked if there was an idea of having amnesty? Director Warwick explained yes we did. It worked minimally. Chairperson Larson mentioned we might want to entertain one after a successful Millage. Director Warwick will send out once a week to the board his schedule of public meetings. Assistant Director Allison Arnold gave a summary on the In-Service Training and also noted we would be starting earlier next year with In-Service Training. Director Warwick reviewed the goals and objectives and noted it was a very ambitious set of goals and thinks what are achieved was very good.

b) Department and/or Committees.

c) Thank you notices.

City of Yale - Linda Cronin

Moved by Member Vernier and supported by Member Moran to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

a) Detroit Edison Tax Assessment – Adjustment.

Chairperson Larson explained they made some assumptions that were not correct in terms of how much was charged and set aside. Chairperson Larson explained \$343,500 they assumed was for three years at \$114,500 for each year (2002, 2003 and 2004) and really it was \$518,786 for two years at \$175,286 (2003 and 2004). Director Warwick noted he didn't think the Library would have to pay back the interest earned on this amount. He also noted the opposing side is trying to delay the settlement.

b) Millage update.

Chairperson Larson and Director Warwick met with the editorial board for the Times Herald a couple weeks ago. Director Warwick did the slide presentation. The editorial group felt it was very informative, but gave no indication if they were going to support the Millage but appreciated the information we shared with them. The editorial board requested from a member of the board or Director Warwick to provide an opinion article. Director Warwick explained the Friends agreed to continue the organizational efforts also received two contributions today (will order 500 additional signs, original order placed was 1000). Radio ads are currently going on and newspaper ads will be placed closer to the election. He also met with various officials and has many meetings scheduled with groups and individuals. Has been receiving positive feed back on the Millage presentation. Director Warwick offered to give the presentation to groups or others. Chairperson Larson noted the Friends Group (Millage Campaign Committee) has about a \$10,000 budget to support the Millage; they are sending out postcards and distributing yard signs. One of the strategies is if you can get someone to agree to put a yard sign in, ask them if they would contact ten friends, neighbors or relatives to encourage them to consider the election and on the election day remind them to vote. The Friends are also paying for radio spots, placing two full/half ads in the Times Herald, Yale Expositor paper and Tri City Times. Vice-Chairperson Praet complimented on the article in the Blue Water Voice. Chairperson Larson also noted there was an article in the Blue Water Senior Option Newsletter. Chairperson Larson explained their thoughts were if the Millage did not pass in August it would be placed on the November ballot. To be placed on the July agenda (options). Questions to ask the Clerks Office is what are the options (dates of elections) and what will the cost be (Director Warwick to provide).

VIII. NEW BUSINESS:

a) Library Director Evaluation.

Chairperson Larson asked Director Warwick to send out evaluation forms to each board member also noted in the future would like to revise the form. Please return the evaluation to him, he would have a composite and would then discuss in an executive session. Director Warwick would also do his own evaluation. Chairperson Larson also noted he thought about meeting with some of the staff who report directly to the director for feedback, anonymous. If this proves not to be productive for the board it would not be done again.

b) Rotary International Day Parade July 12th (Wednesday) requesting to close early at 4:30 p.m.

Moved by Member Vernier and supported by Vice-Chairperson Praet to allow the Director to request (County) to close early at 4:30 p.m. for the Rotary International Day Parade on July 12th. Motion unanimously carried.

c) Tape Back-up System Upgrade.

Moved by Member Vernier and supported by Member Moran to approve the purchase of an upgrade for the back-up system in the amount of \$7,573. Motion unanimously carried.

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

Chairperson Larson, we need two board members to review the By-Laws with them reporting back to the board with any suggestions at the July meeting to then be presented to Corporate Counsel. Vice-Chairperson Praet and Member Moran offered to review.

e) Review Display of Informational Bulletins, Brochures and Posters Policy – 3 year review.

Director Warwick explained this is not one of the major policies that would have a major impact in terms of liability or great importance. Moved by Vice-Chairperson Praet and supported by Member Moran to reflect the change from a one (1) year review to a three (3) year review of the Display of Informational Bulletins, Brochures and Posters Policy. Motion unanimously carried.

f) Review of Circulation Policy – June 2006

Director Warwick explained currently they do not recommend any changes but do know there would be changes coming shortly because MiLE no longer exists. Technology committee will be discussing tomorrow the participation in MeLCat in place of MiLE.

Moved by Member Vernier and supported by Member Moran to acknowledge the continuation of the Circulation Policy as is. Motion unanimously carried.

g) Review Electronic Resources/Internet Use Policy – June 2006

Director Warwick explained there were no changes in the Electronic Resources/Internet Use Policy. Moved by Member Vernier and supported by Member Moran to approve the continuation of the Electronic Resources/Internet Use Policy. Motion unanimously carried.

h) Board Member Reports.

Member Vernier – No report

Member Moran – Spoke with Branch Librarians regarding the Millage. Asked for suggestions in terms of to whom we should give the presentation. Both Chairperson Larson and Director Warwick gave various suggestions: church newsletters, historical society and senior apartment complexes.

Chairperson Larson – They have started preparing the site for Burtchville's new library. Both he and Allison Arnold on June 26th will be doing a presentation to the Burtchville Friends and others.

Vice-Chairperson Praet – Visited Branch Librarian Vickie Hurley, they had their opening of their summer reading program. Program Flying Frisbee's will be held July 17th at 7:00 p.m. They have also been having characters the first Monday of every month (July 24th, Care Bear; August 14th, Scooby Do). Also visited and spoke with Assistant Branch Librarian Veronica Ruck at G. Lynn Campbell. Their kick off party was yesterday, a lot of people didn't show up due to the threatening skies. Sponsored a program for the Leader Dogs for the Blind. 15 children have signed up for the summer reading program and the new page is working out really well. Kids Creations will be on July 28th. Spoke with Branch Librarian Julie Alef at the St. Clair Branch, they had 75 children at their Bugs on Wheels program and are very busy. They have a new cleaning crew and happy with. Found out a staff member will not be working any more and the position will have to be posted.

Director Warwick noted the staff is trying to plan a system wide open house on August 7th. Director Warwick welcomed Dale Kittendorf as the new Adult Services Coordinator.

NEXT REGULAR MEETING DATE. Tuesday, July 18, 2006 at 6:30 p.m., located at the Capac Public Library, 111 N. Main Street, Capac.

IX. Adjournment. Meeting adjourned at 8:09 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary