

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Wednesday, June 27, 2007
34830 Potter Street, Memphis, Memphis Public Library

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

ABSENT: Vice-Chairperson Praet and Member Vesper.

ALSO PRESENT: Allison Arnold, Peggy Guoin, Lori Herrington, Dale Kittendorf, Kimberley Radatz, Judy Weaver and Faith Wormsbacher. Others: Jerilyn Brown, Leslie Henly, Sharon Cairns, John Pettinato, Cindy Payne, and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:27 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.

Department Head Report – Lori Herrington – Memphis Branch Librarian

Branch Librarian Lori Herrington introduced herself. She was happy to share that the City of Memphis agreed to work on the building. They have dedicated money to vinyl side the entire building and fix the windows. This is the 6th month of continue rise in circulation. This is really good for them and a couple of months ago they were up 37.16% from the previous year! Also mentioned they have good programs going on and they have great staff. They are also working real hard to raise these numbers and its all about customer service. Ms. Herrington acknowledged they appreciated the board being here. Member Moran noted that Ms. Herrington and staff are wonderful they bend over backwards with the patrons! Ms. Herrington acknowledged Assistant Branch Librarian Judy Weaver who was in attendance (other branch staff Mike Mercatante, Jeanette Brown, Kari Ross and April Fox). She is pleased to have the staff she has and she acknowledged she also got very lucky with her Library Board and her Friends Group. Chairperson Larson asked if the public has been very responsive with the additional hours. Ms. Herrington, yes they are very happy about Wednesday (full day). They have also heard comments about not having Thursday morning hours, but to have a full day on Wednesday they had to pull from somewhere else. We are open two nights a week. Over all the public is pleased with the new hours.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:
Moved by Member Moran and supported by Member Vernier to approve May 23, 2007 Regular meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Member Moran to approve the invoices for May 2007 totaling \$100,877.96. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted the financial report does not reflect the check we received from the State (State Aid) in the amount of \$63,768.94. We are suppose to receive all payments from the State. Also noted we are still under in property tax and he also identified a mistake in his calculation of the budget. The library received \$3,959,276.10 in property taxes and received a little over \$290,000 in delinquent tax funds which makes the amount stated. The amount that was calculated for the budget he took the assessed valuation and multiplied by the Millage and came up with that amount not realizing the difference was in there. So the Library is not down from the fault of the County. We have also received a small payment of \$400.00 since. Fee's are up about \$7,000 and predicts sale's to be up \$4,000 and fines up by \$8,000, penal fines down around \$91,000. It is going to be tight but it's doable! Expenditures are right in line except for operating supplies (mainly due to library cards purchased in 2006 but actually arrived in 2007). Also noted he has revised his Fiscal Analysis Report dated June 16, 2007 which reflects a year end deficit of \$173,640. Director Warwick also noted the audit will only reflect 60% of the Detroit Edison anticipated Tax Tribunal bill. Every other County Unit is only putting aside 60%. Director Warwick explained we should be cautious until we know what the settlement is going to be. Director Warwick mentioned he could contact the auditors and have them change that and have it all be restricted or we can know through our own selves that we are not going to be spending that money until we know exactly what the situation is going to be. Member Vernier also noted we can transfer funds from one line item to another (year end budget adjustments). Director Warwick, we are doing ok. We need to watch what we are doing. We still do have a healthy fund balance but we still want to maintain a responsible spending. Chairperson Larson, we are pretty much on target with what we forecasted except the revenue is off a little bit.

Moved by Member Vernier and supported by Member Moran to receive and file Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick acknowledged the letter to the Editor from Phil Pavlov. Mr. Pavlov and Director Warwick had a long talk, bought up the issue of State Library Grants. Director Warwick reviewed the staff implementation report explaining the following three positions to be filled, Inter-Library Loan Librarian (Librarian IA), Clerk, and Assistant Branch Librarian, between \$90,000 to \$110,000 reduction. Chairperson Larson explained this does not require board action because Director Warwick is staying within the approved budget just re-allocating positions.

b) Department and/or Committees.

Chairperson Larson complimented the department heads reports, he likes the format!

c) Thank you notices:

Common Cents Consulting, L.L.C.

Pre-Paid Legal Services, Inc.

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

VIII. OLD BUSINESS:

a) LRP (Long Range Plan).

Director Warwick, the bids should be coming in soon. Assistant Director Allison Arnold explained advertising was done in the State, National Library Journal and with local vendors (newspaper). Director Warwick explained if there are contracts the County has to review and basically what they are looking at is the standard boiler plate language when they review. Director Warwick explained the board will need to approve it in July so it can go to the Board of Commissioners.

IX. NEW BUSINESS:

a) Library Director Evaluation.

Director Warwick, forms have been sent out. Chairperson Larson asked that the forms be completed and forwarded to him and he'll do a composite. He will also send copies out to them and also suspects they will discuss at the August meeting.

b) Community Foundation Committee.

Director Warwick explained after discussing with some members of the Friends. He knows there is some concern that they get better direction in the fund raising for the Foundation. It has been done pretty willy nilly. The Friends have not really ran with it. They did a fund raiser in 2005 but they are planning another one in October for a 90th celebration fund raiser. Steering Committee would start looking at a time-line of what we should be doing on an annual basis (annual set of events). This committee is temporary but some members may turn into being permanent. We are looking at who we want on this committee and where we can get influential people from the community to be on the committee. The committee would also be looking at starting to develop policies and procedures on spending the money. Director Warwick asked the board for endorsement that we establish a steering committee to start working on being more active with the Foundation and at sometime make a formal approval of a real Foundation Committee. Director Warwick explained the steering committee would be of six to seven people. Member Vernier noted you want enough people on the main committee in order to cover the operation but on the steering committee you want people to get things done. You don't want too many people on it. Chairperson Larson agreed with Member Vernier. Member Vernier noted since we are not authorizing spending any money no action is necessary. Chairperson Larson left the decision up to Director Warwick on who is to be on the steering committee. Chairperson Larson asked Director Warwick for recommendations on policy, procedures, time-line and goals from the committee by the end of the year.

c) Parking Lot Gate.

Director Warwick asked for authorization to explore the idea of installing a parking lot gate. Member Vernier asked about using the staff parking lot. Director Warwick to check with County Administrator Shaun Groden regarding the use of staff parking lot. After further discussion the board authorized Director Warwick to check into a gate which would be controlled by library cards.

d) Board Workshop.

Director Warwick explained topics to be discussed at the workshop can be the (9:00 to 10:00) 2008 Budget, (10:00 to 11:00) Building Study, (11:00 to 12:00) review of Goals and review of Patron Code of Conduct Policy (times were agreed upon by members). The Budget would be approved at the September meeting and forwarded to the County for October deadline. Tentative date for workshop is September 8th at 9:00 a.m. to 12:00 p.m. A representative from the County and also a representative from BMJ (Mike Donahue) would also be at the meeting to further discuss the Building Study.

- e) Review Electronic Resources/Internet Use Policy.

Director Warwick explained the items noted in red in the Electronic Resources/Internet Policy are all cosmetic to make it a little bit better. Tech Committee has not reviewed the Policy. Director Warwick gave an example of a situation which happened where the policy was applied and helped.

Moved by Member Moran and supported by Member Vernier to approve the Electronic Resources/Internet Use Policy. Motion unanimously carried.

- f) Board Member Reports.

Member Vernier – No report

Member Moran – Received an invitation by Ann Maas to attend a brain storming meeting at the Capac Branch where they discussed getting all the Friends Groups together (County wide) to share ideas. Another meeting will be held in July and then all Friends would get together on September 22nd. Director Warwick explained they tried three times in the past to get Friends to meet together. The response we are getting right now is much better. Member Moran mentioned there were at least a dozen of people at the meeting. Member Vernier asked if possible if they go along the idea of organizing in such a way that the Friends Groups can get together but not necessary like Jim sending a representative to meet. Member Moran explained they are going to put a booklet together and someone from each friends group is going to summarize what their group is doing and what their about and what different things that worked for them.

Chairperson Larson – Visited the Main Library and saw the wonderful children activities going on, and seen the character Clifford, there were over fifty people in attendance. He also acknowledged they are doing a great job!!

Director Warwick had a meeting with Kimball Township board members; and mentioned that we have not received a commitment to a larger portion of the building (G. Lynn Campbell) in terms of being voted on but there is consensus among the board members that we will at least get the larger portion of the building. The long term intent (Township) is to give us the whole building. Director Warwick explained in order to educate them on what needs to be done, he suggested that a committee be formed and it can be Township members on this committee. What we need to start doing, is what is needed to make this branch a better facility (include everything, this gives a scope of what it can be). There will be at least two representatives from the Township (Joyce Shaffer and Debbie Cooley). Director Warwick noted he thinks we are starting on another good venture that may lead to better facilities for our patron's. Also at sometime maybe Chairperson Larson could also attend one of their meetings. Branch Coordinator Peggy Guoin is in the process of doing an inventory on shelving from the old building so we could make some in-kind gift to them; maybe alleviate some of the financial burden but at the same time they are going to have to furnish the interior. Director Warwick is to forward Kimball's meeting date to Chairperson Larson (September/October). Director Warwick stated we are being used; all of our statistics are up! Chairperson Larson, this is a reflection of him and staff.

NEXT REGULAR MEETING DATE. Tuesday, July 17, 2007 at 6:30 p.m., located at the Marysville Public Library, 1175 Delaware Boulevard, Marysville.

X. ADJOURNMENT: Moved by Member Vernier, meeting adjourned at 7:20 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary