

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 24, 2008
111 N. Main Street, Capac Public Library, Capac

PRESENT: BOARD MEMBERS: Arnold Larson, Janna Soelter and Lisa Vesper.
DIRECTOR: James Warwick.

ABSENT: Lynn Moran and Helen Praet.

ALSO PRESENT: Staff: Linda Aguinaga, Allison Arnold, Peggy Guoin, Dale Kittendorf,
Kimberley Radatz and Janet Rose. Other: Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:35 p.m.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:
No Amendments.

III. APPROVAL OF AGENDA:
Moved by Member Vesper and supported by Member Soelter to approve the Agenda as received.
Motion unanimously carried.

Department Head Report – Linda Aguinaga – Capac Branch Manager

Circulation keeps going up we have people waiting at the door to come in. Bugs, Books, and Beyond program was held at the American Legion Hall two buildings North in Capac (over 70 attended). Ten school tours were given to 325 kids and adults last month. The Friends group met at the Fog Cutter to honor two members who have both stepped down from holding a position on the board. Mary Mackey was treasurer for over 20 years and Irene Schoenberg held the secretarial position for over 30 years. Very happy with CASSIE! Capac has a new City Manager and plans on talking to him where the library stands on renovation in the front part of the building (currently working on a drop box) and also talk to them on what they can help us. Chairperson Larson suggested they meet with the City Manager as a group with two or three Friend members. Director Warwick noted he met both the City Manager and supervisor at the recent Board of Commissioners meeting. They both were very commentary including another board member about the Branch. Also noted not to hesitate about mentioning the reimbursement program of the Library. (This is dollars they can use towards the Branch). Ms. Aguinaga also noted their Friends Group has approved \$5,000 for metal shelving and will look into a small grant for carpet (Sam's Club also has grants available). Barb Ide, retired Assistant Branch Librarian at Capac passed away; her family donated \$1,500 to help with the children area. Chairperson Larson thanked Ms. Aguinaga for her hospitality.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:
Moved by Member Vesper and supported by Member Soelter to approve the May 27, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted there were a lot of large invoices this month, Baker & Taylor \$17,413.14 (Library material), Bank One \$10,148.15 (Library material) also noted due to the changes in the reporting CD investments were reflected on the invoice report normally not reflected (Ms. Radatz to meet with Accounting to discuss).

Moved by Member Soelter and supported by Member Vesper to approve the invoices for May totaling \$99,307.75 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick explained the Expenditure Summary (expenses broken down in detail to get a better analysis on spending). Chairperson Larson noted we're pretty much on target. Director Warwick noted he would be talking to the tax assessor. Chairperson Larson noted the issue were concerned with is not so much the delinquent taxes because the County makes up the difference but it's the re-assessment in property value declining how that's going to affect the revenue for next year. We're usually somewhere between 2½ and 3% annually but if we drop down to 1½% or less it certainly is going to impact our next year budget projections. It probably won't have an impact on this year's budget because it's already established. Also noted we still continue to be short in penal fines (has declined over the last two years). Director Warwick noted he would be looking into the penal fine shortage.

Moved by Member Soelter and supported by Member Vesper to receive and file May 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained last weeks Board of Commissioners meeting was disturbing. There was a motion to freeze all hiring (including Library and Parks). He will be drafting a letter making them aware of our concerns. Chairperson Larson noted progress is being made with the Long Range Plan. There was a re-write and the plan now reflects not what we've done but what were going to do and he thinks that the board will find it more meaningful as well as the community. (Pretty straight forward). We hope by the July meeting we'll have the first draft for review and pending board action it would be adopted and available for presentation to staff. Director Warwick also noted we're looking at the September workshop to talk about implementation. Director evaluation forms were mailed out last Tuesday. Chairperson Larson asked that he receive the evaluations for the director before the July meeting.

b) Department and or Committees.

c) Other.

Moved by Member Vesper and supported by Member Soelter to receive and file May 2008 communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Library Director Evaluation.

Chairperson Larson as mentioned above would like these submitted before the July meeting and would have a calculation done like last year and will then forward to all board members prior to the August meeting and will review them and if desired will go into an executive session.

b) Long Range Plan.

Director Warwick explained the Long Range Plan is straight forward, easy to read and should be ready to approve at the next meeting.

IX. NEW BUSINESS:

a) By-Laws review.

Director Warwick explained the By-Laws are presented at this time for their review and if there are changes it will go to Corporate Counsel for their review. Also noted these By-Laws

are pretty straight forward and if there are any changes, comments please forward to Director Warwick. Will be placed on the August agenda.

- b) Review & approval Electronic Resources/Internet Use Policy (annual review).
Chairperson Larson noted the changes to the document seemed pretty reasonable.
Moved by Member Soelter and supported by Member Vesper to approve the amended Electronic Resources/Internet Use Policy. Motion unanimously carried.

- c) Board Member Reports.
Member Soelter – At Marine City Branch nothing earth shattering but you can tell that the Summer Reading Club is going great we have 161 signed up for the kids club. They are currently continuing their summer work plan, weeding and rearranging the collections hoping to increase circulation. Ira Branch, their Summer Reading Club is off to a good start. They partnered with the Anchor Bay School System and are providing free lunches for anyone under the age 18 Monday through Friday at Chateau Estates (someone from the Ira Branch has been there every Monday to promote the library and summer reading). So far eight new card sign ups have been generated. Algonac – Clay their Summer Reading Club is in full swing. They have a lot of great prizes to be given away. They also have a shelf elf game where you have to locate a shelf elf either in the library or at one of the community businesses and you'll win a candy bar! Children are signing up for the Children's Art Fair in August. Mr. Moehle a member of their Friends group has built a large oak counter top for their circulation desk (looks beautiful and much more welcoming). They are also waiting for their incubator chicks to hatch tomorrow.

Member Vesper – Yale is in the process of finishing their project. It looks great! They also have a lot of programming going on.

Chairperson Larson – Dale Kittendorf and the staff at the Main Branch have worked their butts off to try and open up space. It is dramatically different, and it seems much more orderly and doesn't seem over whelming. The reference area seems more user friendly. Adult Service Coordinator Dale Kittendorf also noted a couple of the reference shelves will be moved to close in a space for a quiet reading area also noted he would like to get all of the computers facing in the same direction. Parade night (Wednesday) the Main Branch will be closing early at 4:00 p.m., boat night (Friday) closing normal time. Director Warwick also noted the Friends recently had a book sale along with C.A.R.E.S. garage sale (St. Clair County Caring And Resourceful Employees Sponsor fund) and made another \$1,600. Director Warwick explained that special arrangements have been made for weeded material to be pulled (they use their discretionary on what they can sale) and forwarded to the Friends. Chairperson Larson (discussed at an earlier meeting) noted we might have a solution for storing pulled material which is not current and that are located at the branches and taking space. Instead of storing them there (branches) or having them stored off sight elsewhere we could maybe stored them at the Main Branch on new compact shelving (at some point will probably be included in the 09 budget to purchase these compact shelving (\$40,000 approximate). Director Warwick noted we're also thinking about the Michigan Room area where we can place compact shelving. There's another idea of saving money, if we can take the shelving we have right now and use it with the compact shelving but if we can't use it for that we can still use them in other areas!

NEXT REGULAR MEETING DATE. Tuesday, July 22, 2008 at 6:30 p.m., located at the St. Clair Branch, 310 S. Second Avenue, St. Clair.

X. ADJOURNMENT: Meeting adjourned at 7:26 a.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary