

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, June 30, 2009
1175 Delaware Boulevard, Marysville, Marysville Branch.

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

ABSENT: Lynn Moran.

ALSO PRESENT: Staff: Allison Arnold, Lori Herrington, Barbara King, Dale Kittendorf, Mike Mercatante, Kimberley Radatz, Janet Rose and Faith Wormsbacher. OTHER: Commissioner Dennis Kearns, Kathy McCready and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Amended the agenda to include Director's Evaluation and 2010 Millage for discussion.

III. APPROVAL OF AGENDA:

Moved by Member Vesper and supported by Member Soelter to approve the agenda including the additions of Director's Evaluation and 2010 Millage for discussion. Motion unanimously carried.

Department Head Report – Mike Mercatante – Marysville Branch Manager.

Mike introduced himself; he's been the branch manager at Marysville for a month. His prior background was with Barnes & Noble and has worked as a substitute, assistant branch librarian at the Memphis and the Main Branch. His main focus right now is to get to know the community and staff. Also acknowledged the Marysville's two programmers who are very ecstatic with what they do. Also noted his priority goal for the next few months is to get out in the community and also the programmers out in the community. Chairperson Larson noted he was a long time residence of Marysville and was also involved 23 years ago to get the millage through for a library building.

IV. CITIZENS' COMMENTS:

Kathy McCready Treasurer of the Marysville Friends group referring to the System's web site recommended a change to the site so there's a link to every friends group and not just to the Main Friend's group. Each friend's group does a part in supporting their branch. Kathleen Wheelihan also noted Capac Friend's supports the entire system. Commissioner Kearns agreed with getting the word out through the web provides great wealth to everyone.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve April 28, 2009 regular meeting minutes as received. Motion unanimously carried. May 26, 2009 regular meeting was cancelled.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve invoices for April 2009 totaling \$156,939.12 and May 2009 invoices totaling \$80,185.60 as received. Motion unanimously carried.

- b) Acceptance of Financial Reports.
Director Warwick noted we have reduce funding of state aid, penal fines, property taxes and interest of approximate \$321,000 and doubts if we're going to receive this! We are 42% through the year, personnel is down 5%, supplies are tight, service area is down, local unit is under and with the tax tribunal coming from the fund balance this will help this year. Appropriation cost has not been deducted and library material is under. We currently have positions open and will discuss in depth at the board workshop. Penal fines and interest will probably continue being low for the next two three years (\$250,000 short).

Moved by Member Vesper and supported by Member Soelter to receive and file both April and May 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

- a) Library Director's Report.
- b) Department and or Committee.
- c) Other.

Director Warwick noted he'll be off work August 20th and after for personal matters. Also noted we received a settlement for the bankruptcy of one of periodical vendors. The settlement was for \$9,372 which was 36% of what we were expecting. Currently we are waiting for applications for the branch coordinator and volunteer coordinator positions. We received acknowledgment that we will be receiving funds through the Universal Funding grant for both telephone and internet. Regarding RFP for the building, we have had six (6) interviews so far. Director Warwick noted in their packet they received the Capac Plan. Assistant Director Arnold will be attending the open house August 22nd. During the repairs to the front entrance at the Main branch the front entrance needs to be open! Director Warwick noted he would be contacting each board member the afternoon prior to each Library Board meeting, and also gave his personal cell number to them.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file both April and May 2009 Communications as received. Motion unanimously carried.

Chairperson Larson acknowledged he was sorry Peggy couldn't be here tonight, we certainly enjoyed her. Director Warwick said Peggy would sadly be missed!

VIII. OLD BUSINESS:

- a) Memphis Branch Plan.

Director Warwick noted the board does not need to approve the purchases because it's in the 2009 budget also noted we were able to scale down the project and that the plans look very desirable. Director Warwick also noted we have worked very hard on the financial plan (Lori Herrington).

IX. NEW BUSINESS:

- a) Lynn Moran resignation letter.

Director Warwick noted he has not received a letter from Member Moran as of today and that we need to pursue.

- b) Material Selection Policy – Revision.

Librarian's Janet Rose and Barbara King reviewed the Material Selection Policy. Director Warwick thanked the committee who included Peggy Guoin who chaired; Kaye Ray; Kristin Cunningham; Barbara King; Carli Saffert; Melba Moss; Angela Klocek; Lorraine Dattres; and Janet Rose. This committee started last October working on the policy.

Moved by Vice-Chairperson Praet and supported by Member Soelter to approve the Material Selection Policy with minor changes. Motion unanimously carried.

- c) Director's Evaluation.
Chairperson Larson noted he'll send out copies of last year evaluation including a form and would like to be finished by the end of July. Chairperson Larson will review and consolidate evaluations and will then send copies to board members.
- d) 2010 Millage discussion.
Director Warwick noted it's never too early to start for a millage. A resolution to be completed by fall. We will need to form a millage committee and update the last millage presentation. Would like to have a Chairperson assigned to this committee before September (don't see the board chairing this committee). Director Warwick will have his staff form a committee with high lights and share back to the board. Main Friends put a line item in their budget for the Millage of \$10,000. Acknowledged Ann Maas has put together a detailed Millage committee book.
- e) Board Member Reports.
Vice-Chairperson Praet – Spoke with Branch Manager Anita Jackson at G. Lynn Campbell, their Summer Reading Program is doing very well at all ages. Also their air conditioner unit stopped working and will be requesting this purchase at their township's meeting tonight. Also spoke with Branch Manager Julie Alef, Children's room bids are out and will start in August.
Member Vesper – Yale's landscaping is complete and their Summer Reading Program is going well.
Member Soelter – Marine City still waiting for TIPA funds (this takes time). Also noted she sent Ira's Branch Manager Gary Kupper an email noting she's impressed with the circulation increase.
Chairperson Larson – Reminded Saturday July 11th is the board workshop, 9:00 a.m. to 11:30 a.m. Director Warwick noted he was going to try and send the material out before.

NEXT REGULAR MEETING DATE: Tuesday, July 28, 2009 at 6:30 p.m., located at the Yale Branch, 2 Jones Street, Yale.

X. ADJOURNMENT: Meeting adjourned at 7:55 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary