

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Wednesday, March 28, 2007
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

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

ABSENT: Chairperson Arnold Larson and Library Director James Warwick.

ALSO PRESENT: Maura Gostinger, Peggy Guoin, Kimberley Radatz and Janet Rose. Others: Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Praet at 6:30 p.m.

Pledge to the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

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

Department Head Report – Maura Gostinger – Circulation Services. Ms. Gostinger explained the staff covers 69 hours, there are three full-time and four part-time staff and she supervisors all staff. We have a really good team; they have a lot of people skills and work time management very well. Ms. Gostinger also acknowledged the staff in circulation individually; Josh Smith, Cheryl Thomas, Kelli Boyce, Koni Kelly, Carly Saffert, and Dana Keller. We are the front line of the Library! They are responsible for many different things. We direct patron’s to various departments, answers all phone calls, answers various questions, staff also gets off desk time. We do all the records downstairs; give out library cards, responsible for Reader Advisory, TLN (The Library Network) delivery drops. She also explained the staff’s people skills are excellent! They deal with all types of personalities. Staff also work nights and takes turns to cover Saturday’s. Staff is always willing to help out in other departments. Also stated she is very proud of the staff downstairs, this is a difficult job and at times can be stressful but at other times it can be lots of fun!

IV. CITIZENS’ COMMENTS:

Kathleen Wheelihan, explained it would be helpful if there were a few changes made to the website. Have a link to the home page from other pages. She also miss having current activities quickly available to look at and would also like to see information updated more often and suggested to include the library board agenda on the website. Also stated circulation and the children’s department does almost the same things, both are front line! Vice-Chairperson Praet asked if this has something to do with Dale Kittendorf doing two jobs. Assistant Director Arnold explained Adult Services Coordinator, Dale Kittendorf is working on training reference staff to assist with the website but currently doesn’t have time. Member Moran asked for an update regarding the website suggestions.

V. APPROVAL OF MINUTES:

Moved by Member Moran and supported by Member Vernier to approve January 24, 2007 Regular minutes and February 10, 2007 Board Workshop minutes including the amendment to the February 10th minutes reflecting February and not January. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Vernier and supported by Member Moran to approve the Regular invoices for January 2007 totaling \$6,891.23 (journal entries will be done after the audit is complete to combine both expenses) and Millage invoices for January 2007 totaling \$211,306.86; grand total \$218,198.09. Motion unanimously carried. Assistant Director Arnold noted all expenses are included on one report. Moved by Member Vernier and supported by Member Vesper to approve the invoices for February 2007 totaling \$100,534.29. Motion unanimously carried. Member Vernier asked that the board be kept advised on how the 3M (PAMS) issue is going.

b) Acceptance of Financial Reports.

Moved by Member Moran and supported by Member Vernier to receive and file both January and February Financial Reports. Motion unanimously carried.

Assistant Director Arnold noted even though State Aid may be a small portion of the Library's budget, we get services from TLN (The Library Network) therefore we are part of their consortium and they get vast majority of their budget from State Aid and if they are cut we would have to purchase services from someone else. The Library Network is experiencing some severe financial difficulty! Vice-Chairperson Praet mentioned penal fines will also take a huge hit. Member Vernier mentioned the next two or three years at State level, will suffer and for us not to plan on receiving any revenue from the State in 2008 (keep in the back of our minds).

VII. COMMUNICATIONS:

a) Library Director's Report.

Assistant Director Arnold explained there will be a few branches who will continue teaching their own computer classes while CMed will be teaching at other branches. Vice-Chairperson Praet said Director Warwick mentioned earlier the County wanted to go through the programming budget (not allowing us to purchase things in this area). Member Vernier explained this might even be illegal because we are by State Statue put in charge of the budget and the entire budget it self once passed by the County Commissioners we are in charged of it. It might be wise since this will probably go away it will be best to let things slow down and not worry too much about it unless it causes any harm or problems.

Assistant Director Arnold mentioned the videoconferencing all became possible because of Technology Services Coordinator Lorraine Datre's relationships with other videoconferencing libraries. She can't thank her enough for building those relationships and developing the videoconferencing. Assistant Director Arnold explained we were invited to participate in the IMLS grant (Institute of Museum and Library Services) because one of their partners dropped out (Science Center in Ohio). This is a three year commitment (first year already started) with three traveling exhibits.

Reminded everyone the grand opening for Burtchville is April 21st from 11:00 to 3:00.

Long Range Plan, Assistant Director Arnold mentioned she has been assigned to do a draft RFP, once done it will then be shared with administrative staff then presented to the board. Assistant Director Arnold said she would provide the RFP at the next meeting.

- b) Department and/or Committees.
- c) Thank you notices:
 - American Red Cross
 - Blue Water Area Humane Society
 - Bridge Builders
 - MainStreet
 - The Salvation Army

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

VIII. OLD BUSINESS:

- a) Building Assessment Study.

Assistant Director Arnold explained the administrative team received a draft copy of the study and currently reviewing. Her hopes are to call Mike Donahue at BMJ very soon to schedule a meeting with him. If we were to do everything they suggested for this building we would need an additional million dollars, but there are some things we could do that are not as costly. We want to sit down and look at prioritizing some of these things that need to happen. Once we get our questions answered and organize by priority the report will be bounded by BMJ. Member Vernier mentioned this would be part of our Long Range Plan. Assistant Director Arnold mentioned the structure of this building is very sound, they found only two very minor cracks in the foundation, but where we fall down is the age of the HVAC unit and the age of the heat return, one of the lower cost items would be replacing the windows (single pane) and also caulking around the outside windows.

- b) Municipal Agreements.

Assistant Library Director Arnold explained Director Warwick has all agreements ready to go except for Marine City (delayed in the mail, we'll receive first part of April after their municipal meeting) and Kimball (agreement was sent to their attorney, there were changes and concerns). Director Warwick does not want to delay the project and he would like to forward the current agreements to the Board of Commissioners.

Moved by Member Vernier and supported by Member Moran to ok the nine (9) municipal agreements (Algonac, Burtchville, Clay, Capac, Ira, Marysville, Memphis, St. Clair and Yale) that we currently have and send to the Board of Commissioners for approval. Motion unanimously carried.

- c) Board Workshop.

Director Warwick would like to hear the board comments about the workshop.

Moved by Member Vernier and supported by Member Moran to table the Board Workshop to the next board meeting (April). Motion unanimously carried. Noted the date on the County's contract is not correct.

IX. NEW BUSINESS:

- a) Contract for Public Computer Classes.

Moved by Member Vernier and supported by Member Vesper to approve the contract for CMEd Information Services LLC in the amount of \$15,960. Motion unanimously carried.

- b) Resolution on Endowment Funds.

Assistant Director Arnold, per discussion on February 10th at the board workshop the funds will remain in the account until the fund reaches \$100,000 then we would begin to utilize that money.

Vice-Chairperson Praet asked for a motion for Resolution 2007-01.

Moved by Member Vernier and supported by Member Moran to make a motion for Resolution 2007-01 Endowment Fund Development. Roll count vote: (Yes votes - Member

Vernier, Member Moran, Member Vesper and Vice-Chairperson Praet). Vice-Chairperson Praet, Resolution has passed as carried.

c) Revised Goals.

Assistant Director Arnold, per discussion on February 10th at the board workshop, District status has been removed, also to remind everyone this still is a very ambitious set of goals and due to additional work with the County and delays we have been seeing in conducting business with the County, we may have to push some of the time limits back, but Director Warwick is still very hopeful with these goals.

d) IMLS Grant Participating.

Discussed earlier in meeting.

e) Board Member Reports.

Member Vesper – No report.

Member Moran – Visited both libraries and everybody is doing very well, Branch Librarian Lori Herrington in Memphis is weeding their shelves to make room for new books. Capac Branch they are making a few structural changes. The village of Capac is possibility going to replace the front windows.

Member Vernier – No report.

Vice-Chairperson Praet – Spoke with Assistant Branch Librarian Veronica Ruck at G. Lynn Campbell they are not getting parents attending their small wonder program. Also they still have not found out who broke into their branch. They have a new steel door now. Still do not know if they will be getting the other side of the library building. Last Tuesday they had 84 people come in and another day was 94 people. They are really busy and having a problem keeping up because so many people are coming in. Marysville Joe Johns spoke last week on “Living in the Salt Block”, the program was full. They have signed up for the McNaughton CD plan and the computer classes are full. St. Clair their main focus is the downtown development plan. First Thursday Series, Author Bob Weir is presenting a program on “Peace and Justice and Care of the Earth”. It’s been just wonderful, they are constantly busy, adding more material, more programs, and more people coming in and they are offering an EBay class and also started a junior friend’s book club (someone donated journal books), and this has gone over fantastic. Also spoke to Mary Kelly and she also said how wonderful things are going at their library.

NEXT REGULAR MEETING DATE. Wednesday, April 25, 2007 at 6:30 p.m., located at the Burtchville Township Library, 7097 Second Street, Lakeport.

X. ADJOURNMENT: Meeting adjourned by Member Vernier at 8:57 p.m.

Respectfully Submitted:

Helen K. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary