

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 17, 2005
7097 Second Street, Lakeport, Burtchville Township Library

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

ABSENT: None

ALSO PRESENT: County official, public and staff (forty-six)

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:33 p.m. All members present.

Pledge of the Allegiance

II. APPROVAL OF AGENDA: Moved by Member Larson and supported by Vice-Chairperson Moran to approve the amended Agenda to add Funding of Burtchville Township Library under old business and add staffing concerns and Library Director Evaluation under New Business. Motion unanimously carried.

III. CITIZENS' COMMENTS:

Sandy White from Burtchville Township, expressed support to expand Library services at Burtchville Township Library (minimum services is currently being provided at Burtchville). Also noted the Burtchville Township board passed a resolution committing them to provide a dedicated permanent facility for the Library. She read letters from residents Gary Sullenger, President of Baker College and Paul Schmitt of St. Clair County Community College in support of the expansion. She has received other notes supporting the expansion. She explained various fundraisers and hopes the board takes a look and also at what they are doing in support of the Library.

Phil Larson from Ft. Gratiot, both himself and his wife rediscovered the Burtchville Library and are involved with their Friends group. Encouraged the Library Board to help the Friends group by providing the needed resources for them to continue the movement for a full-time facility.

Connie Kobberstad resident of Burtchville Township is here to represent the mothers and educators. She explained libraries have always been very important to her throughout her life. Also complimented the Burtchville staff for their commitment and services to the community! Noted there are not a lot of resources here at Burtchville to be used and encourages the Board to do what ever they can do to support this endeavor in this community. It certainly is much appreciated by all the people.

Judy Morris of Ft. Gratiot Township explained she has had several conversations with State Representative John Espinoza; he is very interested in seeing us move forward. She received a letter from him (will fax copies to Mr. Warwick). Ms. Morris shared the closing of Mr. Espinoza letter "sincerely hoping that the library board will give serious consideration and support to secure better library services". She sees a real valuable tool to the library of what it can provide here, educational opportunity for all area residents! Her mother was a librarian and they had to start out in a small place, (it wasn't much different than Burtchville) but now it's a beautiful library. We really want to progress here at Burtchville.

Anita Jackson, Burtchville Assistant Branch Librarian asked that everyone look around, nothing belongs to this branch. We do not have a material budget. We also work off a laptop computer which most of the time is extremely slow and also because of the last Horizon upgrade we can no longer place holds or reserves for patrons at Burtchville. We are now required every other day to run down to the Main Branch to do so. The Burtchville Branch has been ignored compared to other branches. Last night the Burtchville Township Board approved the funds to establish a permanent library building and also noted Burtchville Friends Group is the second largest Friends

Group in the County. By the end of the summer this group will overtake the membership from the Main Library. There is tremendous community support here for Burtchville and this area doesn't deserve nothing short then basic library services and urged the Library Board to find a way to provide at least that.

Chairperson Vernier commented he is pleased to see so many people in a small area be proud of what they have and want more for themselves and their children. He also appreciated all who attended tonight and those who spoke tonight he applauded them. He noted the Library Board will listen and will see what they can do, but money is tight.

IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Nicholl to approve the April 26, 2005 Regular Meeting Minutes. Motion unanimously carried

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick explained there are two invoices over \$10,000. Intermediate School District (RESA) in the amount of \$17,104.50 for April through June 2005 Internet services and Bank One (Procurement card) in the amount of \$24,442.83 for Hardcover material.

Member Praet noted she was going to mention to her Friends Group about volunteering to clean DVD's at Main.

Moved by Vice-Chairperson Moran and supported by Member Praet to approve the Regular invoices for April 2005 totaling \$4,299.21 and Millage invoices for April 2005 totaling \$65,336.17. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick explained as of today we have receives most of the property tax revenue. Regarding fees, fines and rent we are under the projected amount for 2005. We also have received \$4,000 from the City of Port Huron. We are at 33% of the year; personnel expenses are under in both budgets. We're doing ok with this year's budget in terms of expenditures. Board received a current and expanded budget at the April meeting (both show a deficit). Director Warwick explained the board received a Restored/District Budget tonight, in this budget we have added back in everything as if we were operating in 1999. In the Restored budget it means restoring hours to all the branches and material budget, restoring databases online also adding electronic books (MP3), restoring children, adult programs, advertising, senior computer training, staff training, replacement of equipment, van, start up cost and operating expenses for Burtchville, new items are branch maintenance, IT, Financial, Human Resource's in-house and also restores three substitutes. This does leave a deficit and it would take about 3/10ths of a Mil to make up that difference. As of today with 5/10ths of a mil the average cost for a taxpayer is \$31.30 for library services and under the restored budget and if we do not receive any County appropriation it would be \$50.08 (median home is \$125,600) with an increase of about \$19.00. Director Warwick suggested a workshop to go over this budget in detail. Also noted even though this budget was formatted along the lines if we were to go District it could also be easily formatted to be a County budget. And noted there are a lot of unknowns, a lot of refinement and a lot more work to do on this. Director Warwick also noted he has been in contact with the County Administrator to get implications and concepts on this but both schedules has prevented this. Director Warwick also noted he has also included the Indirect Cost Allocation Plan in their packet tonight. Chairperson Vernier noted no matter what, we would need to increase our Millage if the County is not going to fund the Library Budget. Director Warwick noted we need to go through the County Commissioners first before going for a renewal. Moved by Member Larson and supported by Vice-Chairperson Moran to accept the April 2005 Financial Reports as information only. Motion unanimously carried. Board agreed for a preliminary meeting at the end of June, meeting date would be confirmed at the next board meeting.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained United Way delivered a Gold Award to the staff; this award will circulate through the branches. Also acknowledged Branch Librarian Kaye Ray for being the recipients for the Employee of the Quarter. Member Larson asked if the 10% reduction in State Aid, will this happen? Director Warwick noted this is a proposal and if it affects anyone it would impact our Cooperative, The Library Network, which in turn will affect our delivery services which could reduce from five days to three days of delivery services.

b) Department and/or Committees.

Member Praet explained during meetings at the branches it was mentioned that IT services turn around time is taking a longer time, maybe get out of the contract? Chairperson Vernier explained we simply couldn't back out of the contract because we don't have the funds to pay for IT personnel. Member Praet asked Director Warwick if there was something that they should be aware of regarding his Long Range strategic meeting with Chairperson Vernier and Assistant Director Stanley Arnett? Director Warwick explained they went over the Long-Range Plan and there were some issues they feel are not issues anymore. Chairperson Vernier also noted there are some things they can forget because they either have already been taken care of or no longer relevant at this time. Member Praet asked if a schedule for patron computer training has been done? Adult Coordinator, Allison Arnold explained the training schedule for Main is being work on and will also work on a training schedule for branches.

c) Other.

VII. OLD BUSINESS:

a) Detroit Edison Company Tax Assessment Appeal Letter.

Director Warwick noted they heard nothing.

b) Long Range Plan.

Director Warwick noted the Long Range Plan was discussed earlier in the meeting and also included there has been no time to work on the Long Range Plan due to working on other issues.

c) Forming District Library Committee.

Director Warwick explained they are in a talking stage right now and are not ready at this point.

d) Circulation Policy – Collection.

Moved by Member Larson and supported by Member Nicholl to adopt the Circulation Policy. Member Praet explained she wasn't sure if everyone had a chance to review the document and a few words need to be changed but no change on content's. Director Warwick asked for a three-month implementation date for the policy and would like time for Corporate Council to review the policy and also noted staff has a concern on getting some of the procedure together in the new areas of this policy. Member Larson requested to amend his motion to allow the director to proceed with further review with Council and staff prior to bringing it back for adoption, Member Nicholl supported the amended motion. Motion unanimously carried.

e) Funding of Burtchville Township Library.

Member Praet thanked Patsy Moses for her letter. Also noted after being here tonight she can see why they are very excited about having a new building. Also explained she is sure there are areas where we can see about maybe the Friends could help out with some of these cost and maybe not have everything right now. Chairperson Vernier explained this point of time we are a little premature we need to finish our budgeting process and talk to the County and find out what we are going to do. At that point we will have an idea of how much money we have to spend and what we can do with it. Director Warwick explained yes we could submit a budget, which includes Burtchville, but then it's going to be for these people here to start lobbying their county commissioners, expressing libraries are important. Director Warwick also noted we have shelving and storage they can put to use. We have library material that could expand their collection. To give Burtchville the hours and fiber optics are part of the political process going to the county commissioners. Vice-Chairperson Moran noted even though Burtchville is an establish part of our system they are receiving way less in the way it

benefits our system. Also feels that this Library should be a top priority and it's appears to be a really important part of the system, potentially and if we could even try and work on the fiber optic and computers and get the books in (from Main) to give enough security so that they feel they can go forward and put money into the renovation of the other part of the building. Moved by Member Praet and supported by Vice-Chairperson Moran to at least pay for the fiber optics network and the number of computers they need once their building is finished to get them started (approximate \$60,000). Member Larson noted the expansion of Burtchville Library given the financial constraint's we are working with over the next year he is willing to support that position but not specifically dollars at this time as the reasons stated earlier. There are to many unknowns. The Township still has to come up with the dollars to do the renovation. He noted as we proceed with the budget for next year we would do everything we can do to commit dollars available for Burtchville's expansion along with all the other library services. He thinks this board is committed to make Burtchville an equal library amongst all the branches, but does not support the motion. Chairperson Vernier asked for a vote on motion, one yes and four no, Motion failed. Continued discussion: Moved by Member Larson and supported by Member Nicholl that we fully intend to include Burtchville in our budgetary process to become a full service branch pending available financial resources in 2006 budget. Chairperson Vernier ask for a vote on motion, four yes and one no. Motion carried. Chairperson Vernier noted we do intend on taking care of you but we simply can't appropriate the money at this time.

VIII. NEW BUSINESS:

- a) Rotary International Day Parade July 20th (Wednesday) requesting to close early at 4:30 p.m. Moved by Member Praet and supported by Member Larson to close early (4:30 p.m.) for the Rotary International Day Parade, July 20th. Motion unanimously carried.
- b) Staffing concerns.
Member Praet noted when she talks to the branches she is told that every day there is always hours that need to be filled and is concerned that library services will be affected. Member Praet proposed a substitute to fill these hours. Director Warwick agreed yes this is a concern; so far we are able to fill these hours but sometimes tight but doesn't see how this concept is going to work. He understands where she is coming from but with our budget cuts this is one of the consequents of it. Vice-Chairperson Moran noted we should really look at options because this is one of the top concerns just about at every library, maybe try and get one substitute back. Director Warwick said he and Branch Coordinator Peggy Guoin would meet with Terry Pettee in Human Resources.
- c) Library Director Evaluation.
Director Warwick explained the process, he will be sending evaluation forms to board members and once they are completed they are to be forwarded to Vice-Chairperson Moran and she will compile the information. Director Evaluation will be placed on the June Agenda.
- d) Board Member Reports.
Member Praet – Spoke to Branch Librarian Jane Perukel at G. Lynn Campbell, they are doing ok. May 24th at 4:00 p.m. their Friends are having a meeting to recruit new members, currently they have thirty members. At the St. Clair Branch they had no problems with removing the asbestos. They have also submitted their information for the programs for the summer including the closing of their Summer Reading Program. A clown performer has been scheduled for their closing for this event and for their teen reading they are going to have Double Book Bucks. The staff is still getting use to their new schedule. City of St. Clair is paying for a new furnace and air conditioner unit. Spoke with Branch Librarian Vicky Hurley and said June is a busy time for them because it is year end and the schools want to bring their classes to them. Marysville Book sale last Thursday and Friday took in the largest amount, over \$900 and noted she is the President of their Friends group. June 20th is the kick off for their Summer Reading Program and they have scheduled a storyteller.
Member Nicholl – Visited the Yale Branch and they also have concerns regarding staffing and coverage. Still experiencing problems with the IT department, computers being down for extended periods of time. Also the problems they have been having with teens hanging out around the library has diminished considerably. It was said by a city council member that

police was suppose to physically come into the library two times a day to see how things were going and they have not done this as of yet. The city council member was to contact the police department.

Member Larson – Had a pleasant opportunity to have lunch with the Main Library and Burtchville Friends Group, met several members from Burtchville. Also noted he appreciates everyone coming and sharing their concerns and interest in continuing to expand this Library and be assure the Library board is committed to assist them. But we can't allocated dollars today but in terms of shelving, books and other support materials as soon as they expand and have space available those material will be provide to them. While in Florida he visited the Collier County Public Library and as a visitor you may get a visitor card for six dollars for the time your visiting with full privileges. Thought it might be of interest. We do have visitors in our area and it also enhances our library. And noted it is good to be back and can see it will not be a dull year.

Vice-Chairperson Moran – Visited branches and things are status quo. Memphis's circulation has increased this month and National Library Week was very successful in Capac. Memphis has been experiencing computer problems and not so much Capac. Also noted she certainly hopes that all of you who are here don't feel disappointed because they are very enthused about their new project and they certainly will be there to support them, as you move along we will move along with you.

Chairperson Vernier – Thanked everyone for coming tonight, the board appreciates it.

NEXT REGULAR MEETING DATE. Tuesday, June 21, 2005 at 6:30 p.m., located at the Algonac-Clay Public Library, 2011 St. Clair River Drive, Algonac.

IX. ADJOURNMENT: Meeting adjourned at 8:26 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary