

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR
MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 16, 2006
34830 Potter Street, Memphis, Memphis Public Library

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

ABSENT: Peter Vernier

ALSO PRESENT: Following staff members: Allison Arnold, Peggy Guoin, Lori Herrington, Kimberley Radatz, Janet Rose and Sharon Smith. Others: Times Herald Reporter Shanon Murphy, Steve Bertossi, Tom & Sharon Cairws, Al Harrow, Claudia Harrow, Leslie Henley, Teri Horton, Gretchen Krug, Cindy Payne, John Pettinato, Joan Ross and Kathleen Wheelihan.

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

Pledge of the Allegiance

Chairperson Larson thanked everyone for coming tonight.

II. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Nicholl to approve the Agenda as received. Motion unanimously carried.

III. CITIZENS' COMMENTS:

None

IV. APPROVAL OF MINUTES: Moved by Member Nicholl and supported by Member Moran to approve the April 18, 2006 regular meeting minutes as amended with the following correction, delete the text Motion unanimously carried located on Page 3 VIII. New Business. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Moran and supported by Member Nicholl to approve the Regular invoices for April 2006 totaling \$6,529.60 and Millage invoices for April 2006 totaling \$110,535.38. Motion unanimously carried.

b) Acceptance of Financial Report.

Director Warwick explained currently we are behind in our current property tax. It was reported from the Treasurers Office we should be receiving an approximate \$12,000 (delay due to problems at one of the tax offices). We also increased our interest a little bit. Detroit Edison Tax Tribunal is probably going to be delayed until next year and we can invest for a longer time at a higher interest rate. Chairperson Larson asked if the Library had to pay the money plus the interest accrued? Director Warwick didn't know about the interest. Fee, sales and fines are all higher than what we had anticipated. Rent is just a little bit up due to circulation starting to increase and penal fines again are down a little bit, we have no control. In all we should be under about \$20,000 in income. Expenses, salaries we are a little under (contract is not settled) we're about \$75,000 under, supplies we are a little under (we have not purchased any toner this year and we have purchased some supplies last year). Services projecting out, it looks like we will be a little over due, maybe because Dynix is paid early in the year and also noted library material is under but we are monitoring. Hopefully we will have a good year at years end. Director Warwick explained the Detroit Edison tax assessment figure is not \$114,000, which was calculated for each year 2002 through 2004, the new amount is \$169,000 for 2003, \$170,000 for 2004 and \$175,000 for 2005. Chairperson Larson noted probably in June we'll have to do an adjustment on these.

Moved by Vice-Chairperson Praet and supported by Member Moran to accept the Financial Reports. Motion unanimously carried.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick explained the amount of money for Detroit Edison tax assessment is higher than what we anticipated and ultimate result of that is more deficit spending and will come out of our fund balance. Reminded everyone there will be an organizational meeting at the Girl Scouts Office located on Water Street at 7:00 this Thursday night, for the purpose of organizing a campaign. Ann Maas has been doing a superb job; there are some chairs that still need filling. Director Warwick has been outreaching with numerous people. Also mentioned the board should be at this meeting, they need to take a leading part in this campaign. There is also a possibility a yard sale might be held. He also replied to the disgruntle patron's letter, and received a call from one commissioner and Library of Michigan regarding the letter. Director Warwick sent a copy of the reply letter to both.

b) Department and/or Committees.

c) Thank you notices.

Business and Professional Women's Club – Doris Martenson

Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file Communications. Motion unanimously carried.

VII. OLD BUSINESS:

Director Warwick included a draft of the St. Clair County Library Personnel Policies Manual to show the board it's in process and before we can do anything further we need County approval.

a) Millage Update

1. Board of Commissioners Report.

Chairperson Larson explained himself; Vice-Chairperson Praet and Member Moran had an opportunity to attend the Board of Commissioners meeting. Chairperson Larson gave a brief presentation regarding our request to adopt the resolution to place the Millage vote on the ballot for August 8th. He noted there was a lot of discussion. Vote was a 7 to 0 to recommend to the full commissioners body this Wednesday. He appreciated members of the library board as well as staff who attended.

2. Millage Committee Strategy.

Director Warwick acknowledged steering committee members Allison Arnold, Peggy Guoin, himself and Melissa Davis who provide information to the committee. Ann Maas has been the main participant; Mary Berdan volunteered to take on the job of working the exit polls. We have one community leader who is willing to sit in to evaluate our materials. Frequently asked Questions document will be provided to all branches.

3. Power Point Presentation.

Director Warwick noted one thing we must do is to have a community meeting at each branch, and the board member who represents that branch should be at that meeting branch libraries also should be there. Member Nicholl noted these meetings should be sooner the better. Two pages of the newsletter are devoted to the Millage. Chairperson Larson noted he thinks we need to have the board, library staff and friends, if they can take personal responsibility to contact a number of people and share with them about the Millage and ask them to vote and also call them on Election Day and remind them to vote. Also between now and August have a sign up sheet at the library for people who are interested in supporting the Millage effort. Director Warwick presented a Power Point on the Millage. Also noted once the presentation is finalized he'll make sure every branch receives copies of the presentation and if anyone would like for him (Allison and Peggy is also available) to attend any group and speak to let him know.

VIII. NEW BUSINESS:

a) Director's Evaluation.

Chairperson Larson noted the director's evaluation will be on the June agenda with distribution of evaluation forms and this year he will be collecting data from board members. Will hopefully have the data collected by sometime in July and review with the Director no later than August.

b) Board Member Reports.

Member Moran – Spoke to the new Capac Branch Librarian Linda Aguinaga (transferred from Memphis) she is getting things organized and is very happy. New Memphis Branch Librarian Lori Herrington explained she is very happy to be here and she has also received a very warm welcome. So many people in Memphis have been very helpful. Also noted the Branch just had

their first board meeting and has a wonderful supporting Friends Group. She is also organizing. Member Moran presented to Director Warwick from the library board and library staff a memorable framed article on his father who recently passed away along with a card.

Vice-Chairperson Praet – Spoke to Julie Alef, St. Clair Branch Librarian, she is still having a problem with people who are coming to staff the library, seems like she can't get stuff done that she wants to. She is also having a problem with receiving applications for pages. Spoke to G. Lynn Campbell Branch Librarian Jane Perukel, their book sales made \$400 and if anyone needs books for their book sale they have extras. Assistant Branch Librarian Veronica Ruck will be attending the Beginning workshop. Lori Herrington will also be attending and maybe give a short presentation on the workshop. Spoke with Marysville Branch Librarian Vickie Hurley, when ever they have computer classes they always get filled and on May 26th they will be having a computer class called Get the Message. Their staff is looking forward to the In-Service training. Almost every staff member enjoyed the first In-Service training session.

Director Warwick applauded Allison Arnold, Melissa Davis and Peggy Guoin for their work on the sessions. St. Clair Branch on each Monday evening during the summer they will be having special characters (Sponge Bob, Care Bears Scooby Do). June 12th Identity Thief program at 7:00 p.m.

Member Nicholl – No report

Chairperson Larson – Spoke with Burtchville's Assistant Branch Librarian Anita Jackson, they will be breaking ground within two (2) to three (3) weeks and anticipating up to three (3) months to do the construction. The branch will be 1800 square feet and will be very attractive. The Friends group is sponsoring a pig roast to raise funds to help provide furnishings. He is also looking forward giving a presentation to their Friends group in July. Member Praet noted Kimball Township is building a new Township Hall, but they're not sure if it includes a new branch.

NEXT REGULAR MEETING DATE. Tuesday, June 20, 2006 at 6:30 p.m., located at the Marine City Public Library, 300 S. Parker Street, Marine City.

Mr. Al Harrow acknowledged that he and his wife were very impressed with the library's system, the Memphis branch located material for their vacation on Newfoundland which was very hard to find, and the material was shipped from the very bottom of Florida. Chairperson Larson thanked everyone for coming tonight and also for the refreshments.

IX. Adjournment. Meeting adjourned at 7:49 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary