

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, May 27, 2008
300 S. Parker Street, Marine City Public Branch, Marine City

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

ABSENT: Lynn Moran

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Dale Kittendorf, Lois Kaufman, Kimberley Radatz and Eileen Stier: Commissioner Pamela Wall and Janna Soelter

Chairperson Larson introduced Janna Soelter a potential board member for the down river communities.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:37 p.m.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:
No Amendments.

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

Department Head Report – Lois Kaufman – Marine City Branch Manager welcomed everyone. Their new mayor visited last week and had a nice discussion (he wants the library to do well). Currently working to create space for the young adults (have approach the Friends group for furniture). We now have new shelving in the children's area (made by a local cabinet maker). We have pared down on our audio material (VHS wasn't going out). Also noted they have a lot of movable items for flexibility for hosting programs. Painter Robert McGreevy presented the Lost Legends of the Great Lakes (60 people attended). It was wonderful! Non-fiction has been pulled so everyone can see them more. Reference material will be placed on the end cabinets for convenience. Audio material will be moved and placed in the corner where folks when going to them will maybe see something else they would want on their way. We have a lot of great stuff that their excited about and going to happen during the summer here. Ms. Kaufman introduced assistant Branch Librarian Eileen Stier. Chairperson Larson thanked the staff at Marine City.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:
Moved by Member Vesper and supported by Vice-Chairperson Praet to approve the April 22, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the invoices for April totaling \$127,053.12 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted on the Expenditure Summary we have added the percentage of the year. Salary is a little under but could be due to a reference position open. Supplies are right on but other areas are a little behind (not unusual). He was pleased that the library materials at 25%. We're doing ok but again it's still early in the year. Property taxes will be behind by \$50,000 hopefully will be made up in other areas in the County (Tax delinquent fund). Penal fines are behind. Director Warwick received a comparison with other penal fines through Library of Michigan and will also contact the Richmond State Police regarding penal fines. In total we're down by \$86,000. Chairperson Larson noted expenditures seem to be right on target and revenue has been pretty close.

Moved by Member Vesper and supported by Vice-Chairperson Praet to receive and file April 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted there have been a few patron concerns to deal with. Acknowledged Branch Manager Vickie Hurley at Marysville, she did a very good job in handling a recent incident. Chairperson Larson explained CIP (Capital Improvement Plan) is a County process where capital expenses needed to be submitted to the County master planning group. Chairperson Larson asked that the board receives copies of the CIP reports. These reports are submitted annually. Chairperson Larson also noted he met with the administration team and discussed the Long Range Plan. This Plan will not be completed until August and we hope this will be more of a functional plan that talks of what is going to happen in the future and not what we're doing now.

b) Department and or Committees.

c) Other.

Vice-Chairperson Praet expressed her thoughts regarding the grant process. Chairperson Larson explained the County Board of Commissioners has accepted a practice that they're adhering to because of some bad situations in the past. Assistant Director Allison Arnold noted she spoke to Dena Alderdyce and being these grants are usually not a matching grant and we come across a grant that we have very little time to complete but will benefit the Library we can go ahead and apply. Chairperson Larson noted there should be some type of clarification that the following process will be acceptable as long as there are no match funds. Chairperson Larson noted if grants do come up and has to go to the Board of Commissioners, maybe Director Warwick can contact the Board Chair and explain this situation is occurring and want your approval to move ahead with (at least there is awareness). Commissioner Wall noted to still apply for the grant and give it to us later (Board of Commissioner). We certainly are not going to say don't apply for grants.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file April 2008 communications as received. Motion unanimously carried. Chairperson Larson complimented the staff, they're very helpful with the information they provide.

VIII. OLD BUSINESS:

a) Staff Development December 5th (request for full day).

Director Warwick explained due to the fact we are going to have our electrical panels cleaned it will take six to eight hours meaning Main will be closed and if Main's closed and our servers are turned off, no other branch can operate either. With all the material we have available to cover during this day we could keep everyone going for a full day. Moved by Member Vesper and supported by Vice-Chairperson Praet to support a letter being drafted to the Board of Commissioners requesting a full day. Motion unanimously carried.

IX. NEW BUSINESS:

- a) (Library Design Associates) Main – first floor shelving.

Director Warwick we did not get more than one bid. We have been working with Library Design Associates quite sometime and they have been competitive with their prices. This shelving will be placed on the right side and the current shelving will be placed in the teen area. Chairperson Larson noted in the future he would like to see more bids sent out on equipment.

Moved by Member Vesper and supported by Vice-Chairperson Praet to approve the purchase of recommended shelving in the amount of \$5,742.45 for the lobby area. Motion unanimously carried.

- b) Library Director Evaluation.

Chairperson Larson noted that Kimberley Radatz will be sending out evaluation forms before June for each of the board members to complete. Process: Director Warwick does a self evaluation and each board member independently completes an evaluation form. It is then shared with the Chairperson who does a composite and upon receiving this composite this composite is shared with full board and Director Warwick. If necessary we have an executive session. This is an annual evaluation. Also noted he hopes he gets them back before the July meeting so he can review and have it available to be discussed in August. The contract would have to be discussed and approved before September (three year term). Vice-Chairperson Helen Praet's term expires in August of this year. Commissioner Wall noted this is done automatic by sending a letter to the member regarding their term.

- c) Board Member Reports.

Vice-Chairperson Praet – Marysville had a Friend's breakfast this morning. They have so many programs scheduled. On June 27th they're hosting a Poetry Slam program from 1:00 to 4:00. Lapsit is still going during the summer. St. Clair is having their Lapsit and Small Wonders program also having a bug program for the Summer Reading Program (both Maryville and Main). G. Lynn Campbell (Anita Jackson) is really happy with the situation at G. Lynn. Branch Coordinator Peggy Guoin will be meeting with Branch Manager and Township Trustee to get the electrical going.

Member Vesper – Yale Branch is looking really great, they ended up matching the \$2,500 dollar challenge from the Community Foundation (received \$10,000 from the Community Foundation and \$5,000 from Poke County Foundation (Grant). One of the bathrooms are done, second one will be completed with in the next two weeks. Thinking they might be able to afford the automatic doors and a new circulation desk with the grant money. Assistant Branch Librarian went to Avoca for career day. Will be talking to Branch Manager Kaye Ray regarding a complaint (guardian procedure).

Chairperson Larson – Thanked Branch Manager Lois Kaufman and complimented Community Relations Coordinator Melissa Davis and her staff (newsletter). Director Warwick congratulated Melissa she had a baby boy. Substitute is assisting Sharon Smith in the Community Relations Department. Director Warwick shared a letter with Chairperson Larson regarding the EOC building being torn down. This letter is asking County Administrator Shaun Groden to clarify and give us some direction and we can look at this in the future.

NEXT REGULAR MEETING DATE. Tuesday, June 24, 2008 at 6:30 p.m., located at the Capac Branch, 111 N. Main Street, Capac.

X. ADJOURNMENT: Meeting adjourned at 7:37 a.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary