

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

- TIME & PLACE: 6:30 p.m. Tuesday, November 18, 2003
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room
- PRESENT: BOARD MEMBERS: Randy Fernandez, Helen Praet, Lynn Moran, Peter Vernier and Lori Vinckier. DIRECTOR: James Warwick.
- ABSENT: None
- ALSO PRESENT: Administrative Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Linda Aguinaga; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Librarian IA, Angela Klocek; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; St. Clair County Commissioner, Pamela Wall, and Gretchen Krug,
- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:42 p.m. All members present.
- II. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported by Member Praet to accept the Agenda as received. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None
- IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Moran and supported by Member Vernier to accept the October 21, 2003 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
- a) Approval and Ratification of Bills.
Director Warwick explained the Bank One invoice is the procurement card for Library material purchases. Moved by Member Vernier and supported by Member Vinckier to accept the Regular invoices for October 2003 totaling \$8,923.34 and Millage invoices for October 2003 totaling \$63,938.47. Motion unanimously carried.
- b) Acceptance of Financial Report.
Director Warwick explained in the Regular budget, under fees, we are over what was projected (due to the PAM system). In the Millage budget we are still under due to the loss of the \$34,000 DTE evaluation. We are also tracking our finances to years end, watching it very closely. Director Warwick explained the Library wouldn't be receiving the \$39,000 for the Single Business Tax until next year but would be post dated for this year. The current figure on the report is an error made by the County. Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the October 2003 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
- a) Library Director's Report.
Director Warwick apologized for the late board packet. We spoke with the Postal Service and they said it was due to the holiday and short staff. Director Warwick received an email from Bob Kempf concerning the Detroit Edison Energy Tax Appeal, fiscal picture has worsen. The amount is up to \$211,000 per year from \$171,000. Director Warwick is keeping in contact with them at the appropriate time that we need to a) reserve these funds and b) if we need to send any communications to the State Legislatures or other people. State Aid Annual Report will be due the first of February and no extensions will be allowed. Included is an update on the Long Range Plan. There were a few areas

where the Library fell short but over all he is very pleased with what the Library has done. This accomplishment document was put together by Stan Arnett, Jim Warwick, Peggy Guoin, Allison Arnold and also consulted with Janet Rose on a number of children items, but still thinks more information could come from staff. Thanked Melissa Davis and staff who participated with the Library Card sign up for the month of September. Have been visiting branches to discuss the Foundation, also sent a message to Randy Maier's to schedule a pre-meeting prior to the Foundation meeting. The attendance for the Foundation meeting on November 25th located at Marysville Branch at 7:00 p.m. is looking good. Received the preliminary report from Brenton's Group on the Library's needs assessment study. Staff's first assessment of the report "needs a lot of reworking", will be meeting with Brenton's Group to discuss.

b) Department and/or Committees.

c) Thank you notices.

Chairperson Fernandez thanked staff for keeping the Board informed on what's going on at their branch, also he heard the Library being mentioned on the radio advertising the "Mitten Tree" noted he likes hearing these things. Moved by Member Vernier and supported by Vice-Chairperson Moran to receive Communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) St. Clair County Integrated Information Technology Department "The Plan".

Moved by Member Vernier and supported by Vice-Chairperson Moran to have Director Warwick send a letter to the County requesting a copy of the study showing the cost savings and the purpose of assuming control of the Library's IT, also send a letter requesting legal opinion from the County's Attorney and/or State Attorney regarding the funds generated from Millage and Grants on how to integrate the Library equipment into County equipment. Director Warwick will also see if any other libraries have gone through this process in the State. Director Warwick will also send a draft of the letters to Board members for their review and will send any replies from these letters to Board members right away. Four to one in favor, Motion carried.

b) Discussion on filling the open Assistant Branch Librarian position at Main.

Discussed in Library Director's report. Director Warwick explained these funds weren't going to be used for something else but he is trying to save money in the salary area in order to try and come in with a balanced budget also noted might have to use some of the surplus. Chairperson Fernandez explained after this budget is set that in his opinion there is no surplus, this is already put away for things that are going to happen.

c) Discussion on prioritizing Library Goals.

Chairperson Fernandez noted he just received the goals and would like to review this at the next month meeting. What he would like to see is to find out what has not been done for the 2004 year and to find out why or if it's on the horizon for 2004, also to start thinking about for next year, measurable goals. Director Warwick distributed copies of goals as they have listed them previously and thanked one board member who gave priorities to it and returned it. Moved by Member Vernier and supported by Vice-Chairperson Moran to table prioritizing Library Goals to next months meeting. Motion unanimously carried.

d) Detroit Edison Company Tax Assessment Appeal Letter.

Chairperson Fernandez spoke with Equalization Director Greg Hill and explained that hopefully it'll be settled and also what this means is that the County and the Library will be giving money back and he is also glad that the Library has a surplus of 1.1 million dollars (at least a third of this if not more will be used on this case). The County is going to fight this! Director Warwick also explained that the 2003 levy is actually for 2002 (money collected in 2002 and used in 2003) also mentioned if this goes through then this will spread across the whole State. Director Warwick will keep the board informed on this issue.

VIII. NEW BUSINESS:

- a) Approval to fill Page position at Yale Branch.
Director Warwick explained the position is already in the budget and recommended that the position be filled. Chairperson Fernandez explained he had an incident and doesn't know how it is legal, where a Marysville Page position was open and he referred a Port Huron Northern student to fill out an application and at that time was told that this was a Marysville Page position and it would be filled by a Marysville High School student. Chairperson Fernandez asked because this is a Yale position does this mean that this position will be filled by a Yale High School student? Branch Coordinator Peggy Guoin explained that the position would be advertised in the Yale Schools and advertised at the local Yale Library. Director Warwick doesn't think this is right and that this person could fill out an application and send it in to that Branch, there's nothing that said in that ad that the person had to be a resident of that branch. Peggy Guoin noted she'd find out why this happened. Marysville position is still open and applications are at the Marysville Branch currently being reviewed by the Branch Librarian. Chairperson Fernandez said he believes that the applicant has a resume' in at the County's Personnel Department and asked Director Warwick to included her resume' with the other applications or resumes' at the Marysville Branch. Moved by Member Vernier and supported by Member Vinckier to fill the Page position at Yale Branch. Motion unanimously carried.

b) Board Member Reports.

Member Praet – Thanked the Main Branch Library staff for sending her a Get Well card. G. Lynn Campbell had their first sponsored Friends book sale this past Saturday and made \$300 also had a program on Thursday, Pam Flower the author who wrote the book about crossing the Artic. In November the Kids Creation classes are already filled. Marysville Branch, the computer classes offered are filled as soon as the times are published, doing something different offering classes on holiday letters and Word III. Kids Creation offered Saturday mornings are also filled. St. Clair Branch circulation has increased; Branch Librarian Julie Alef said it was due to acquiring new material, also created a marketing area in the Library, it's called the impulse section. Teen Read week didn't go as well as they anticipated, they had a program schedule one night and hardly anyone showed up because there was program going at the High School at the same time.

Member Vernier – No report

Vice-Chairperson Moran – At the Memphis Branch they had a successful Halloween activity (couple hundred people attended) also had poetry reading (very well attended close to fifty people). Author Pam Flowers will be making her presentation at the Memphis Branch Thursday night, things are moving along very well.

Member Vinckier – No report

Chairperson Fernandez – No report

Director Warwick asked if anyone was interested in going down to see the server room?

NEXT REGULAR MEETING DATE. Tuesday, December 16, 2003 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Member Vernier and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:36 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary