

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 16, 2004
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

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

ABSENT: Lynn Moran

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant; Jerilyn Brown and Gretchen Krug

Pledge of the Allegiance

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:35p.m. All members present except Vice-Chairperson Moran.
- II. APPROVAL OF AGENDA: Moved by Member Larson and supported by Member Praet to approve the Agenda. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None
- IV. APPROVAL OF MINUTES: Moved by Member Larson and supported by Member Praet to approve the October 19, 2004 Regular Meeting Minutes with grammar changes reflecting resident to residence and name correction from Arnold to Larson. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Larson and supported by Member Praet to approve the Regular invoices for October 2004, totaling \$6,985.82 and Millage invoices for October 2004, totaling \$57,102.23. Motion unanimously carried. Director Warwick explained invoices over \$10,000 were for library material for the amount of \$12,634.45 (hardcover books).
 - b) Acceptance of Financial Report.
Director Warwick noted the expenses are on target, and also we will be receiving three additional invoices for Library cards \$38,700, switches \$37,297 and PAM annual licenses of \$32,000 total of \$108,000. In the Regular revenue we are not quite \$39,000 over budget, we have asked why the \$34,000 Single Business Tax is on Regular financial report. Regular revenue we should be receiving another \$4,000 from the local unit (City), Fee's another \$1,000, Fines another \$17,000 and Rent another \$12,000 by yearend. In revenue we should be above \$73,000 by yearend if everything goes as expected and by December 30th be about \$150,000 overall to the good (conservative \$100,000). Moved by Member Praet and supported by Member Larson to accept the October 2004 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Director Warwick apologized for not having a report; he has been away from work to be with his father who has been sick. Upon returning he has spoken with Commissioner Pamela Wall and Library Chairperson Peter Vernier and has prepared a letter. The letter was read at the County's Budget Committee meeting and distributed to all staff. Friend's member Ann Maas also spoke at the committee meeting. Director Warwick noted he

would be attending both meetings tomorrow at 3:00 and 6:00 also on December 1st regarding the budget. Thanked Chairperson Vernier for attending and speaking at the evening commissioner meeting. Met with Frank Moore regarding financial information. The St. Clair County Friends group held their meeting last Friday. Visited G. Lynn Campbell's Branch during their book sale and handed out letters. Also noted included in their packet is information regarding penal fines being diverted. The St. Clair County Friends group reimbursed the Library for approximate \$1,800 in programming and other types of supplies, thank you! Also noted the newsletter is on hold to see what happens if this budget cut comes. Reviewed the revised Facility Report in tonight's packet.

b) Department and/or Committees.

c) Other

Moved by Member Praet and supported by Member Larson to receive and file communications as information only. Motion unanimously carried.

VII. OLD BUSINESS:

a) 2005 Budget.

Member Praet noted she thinks people are confused about the Millage, they think this is where all the money comes from and so why is the Library having a problem? They don't realized that the Millage doesn't pay for everything and some how we have to get it out there for them to realized that our whole budget is not based just on the Millage. Director Warwick noted he still has the article that went into the Newspaper and was read explaining how much money was lost to the County. He also noted the Millage was not intended to replace the County money it was to supplement it to give better service. Information for District Status was included in their board packet also. Member Praet said maybe the Library shouldn't have a Long-Range Plan but order more material instead? Director Warwick explained that the Long-Range Plan is to plan for the future and does not want to see the Long-Range Plan be eliminated but maybe postponed! A Long-Range Plan proposal was available for them to review. Director Warwick is preparing a copy of expenses to the Board that he has been working on for District Status and also figures of current, future and later in a pie chart format.

b) Michigan's Works Training Letter.

Both Director Warwick and Assistant Director Stanley Arnett reviewed the letter provided by Bonnie Campbell, this would provide a little income. No action required, informational purpose only.

c) Detroit Edison Company Tax Assessment Appeal Letter.

Director Warwick noted he has not heard anything yet and will call Greg Hill.

VIII. NEW BUSINESS:

a) Long-Range Planning for 2005 discussion.

Board to review proposal from Char Ezel. Director Warwick explained he didn't think they would be ready until sometime in 2005 to make a decision on a Long-Range Plan. Member Larson asked that we receive another bid on the Long-Range Plan.

b) Discussion - District Status.

Discussed District Status in depth. Director Warwick to contact Lapeer County to see what their process was regarding District Status.

c) Freeze on hiring at Library.

Library Board agreed to leave hiring to Director Warwick at his discretion.

d) Board Member Reports.

Member Praet - Marysville had their last computer class for the year on November 10th and would be starting their new computer classes in January. G. Lynn Campbell's Friend's sold over \$300.00 at their Saturday book sale and their mitten tree is up and running. St. Clair has been very busy, their main focus is this Friday from 7 to 9 at The Voyageur Restaurant. MSU Extension is holding a program to talk to parents on "How to Talk to their Kids to Listen". Also have tutors for kids every Thursday night and is filled. Thirteen people are in the classic book club. St. Clair has a lot of new programs and they usually are well attended.

Member Larson – No report.

Chairperson Vernier – Talked to Ira and Marine City, these people are gravely aware of the budget problem and are quite worried about their positions and rightly so, hopefully this will work out and nothing of great change will occur. Ira Township has donated books documenting history of 150 years of the whole Southern end of the County to each library, grade and high School in St. Clair County.

NEXT REGULAR MEETING DATE. Tuesday, November 16, 2004 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 Praet to adjourn meeting. Motion unanimously carried. Adjourned at 8:50 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary