

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, November 15, 2005  
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

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

ABSENT: Peter Vernier

ALSO PRESENT: Following staff members: Stanley Arnett II, Allison Arnold, Lorraine Datre, Peggy Guoin, Anita Jackson and Kimberley Radatz. Others: Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:30 p.m.

Pledge of the Allegiance

II. APPROVAL OF AGENDA:

Moved by Member Nicholl and supported by Member Moran to approve the Agenda as amended (add IT Contract under Old Business). Motion unanimously carried.

Chairperson Larson explained all public comments should be related to the agenda or policy and procedures of the Library.

III. CITIZENS' COMMENTS:

None

IV. APPROVAL OF MINUTES: Moved by Vice-Chairperson Praet and supported by Member Nicholl to approve the October 18, 2005 Regular Meeting Minutes. Chairperson Larson complimented Administrative Secretary Kimberley Radatz on a nice job on the minutes. Motion unanimously carried.

V. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Nicholl and supported by Member Moran to approve the Regular invoices for October 2005 totaling \$7,206.58 and Millage invoices for October 2005 totaling \$124,490.13. Motion unanimously carried. Director Warwick noted maybe next year they would reduce the material budget due to the last two (2) years of being under spent?

b) Acceptance of Financial Report.

Director Warwick distributed and reviewed a preliminary year-end estimate report reflecting a \$41,163 to the good. Tax Tribunal is another item that is not including in this report. Also noted it appears very likely that we would not be dipping totally into the \$140,000 that we expected. Chairperson Larson explained it would be about \$100,000 and noted this is an estimated projection and it may change.

c) Budget issues for 2006.

Chairperson Larson explained in detail the "Fund Balance Projection Memo" located in their board packet also stated these are projections and they are going to change a little bit. This information was presented to the County Board of Commissioners to make them aware that we understood and also admitted that the Library could survive with their proposal of 2006 which is to increase the County allocation to \$615,000 and not to give the Library any appropriation but they need to be aware that this affects the 2007 budget and that's a critical year. Also stated the Library cannot continue to absorb the cost allocation of \$615,000 and continue our current service at the level currently provided. Also indicated to them the Library board is faced with three (3) options: 1. We could petition for them to reduce the County allocation or to give the Library appropriation to help off set some of the short falls. 2. Go to the voters in 2006 and ask for an increase in the Millage to generate more revenue to whatever level is necessary. 3. Reducing expenditures either through material, staff, library hour's etc. or a combination of all three (3) options. The commissioners received this memo as well as the blue report labeled Decreased County Support. Chairperson Larson also noted

to his knowledge, the Commissioners are not increasing the appropriation to the Library but the cost allocation is being reduced from \$625,111 to \$547,235 (reduction of \$77,253). Chairperson Larson proposed that Director Warwick come back to the Library Board with some items that could be considered for cost reductions for 2006. This list is a list of options for the board to consider. No action is necessary in December but probably in January to amend the budget. Chairperson Larson noted he would be gone during the month of March. Chairperson Larson explained that Bob Kempf noted during the presentation that the Library's chart doesn't accurately reflect true County support. The County chart reflects cost appropriation (County chart in tonight's packet was provided by Bob Kempf) and also the allocation of services that were charged or are not charged to the Library. It does change the chart a little bit and we may have to define that he explained. The difference of the two charts is that the Library chart does not include the wave allocation charges and the County chart does. Chairperson Larson explained the Library was looking at the chart in terms of cash. Chairperson Larson also explained this discussion was to prepare the Library Board in terms of changes to the budget but also preparation for discussions in January or February about Millage renewal and increases. Chairperson Larson also noted the Library needs to give the public a Long-Range Plan for the renewal of the Millage.

VI. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted he prepared the Indirect Cost Allocation Plan and what he felt the Library were, not under the County. He also noted the figures under Accounting, Building and Grounds are just estimates and again there are many assumptions in this report. Director Warwick explained at the Friends last meeting they decided to match the amount of money that was raised at the Endowment dinner (adding another \$5,022) and we are well over \$32,000 in the Endowment fund. Chairperson Larson noted he attended the Endowment dinner at the Fogcutter. The turnout was really nice and everyone enjoyed themselves. Complimented Randy Fernandez on a job well done as Master of Ceremony.

b) Department and/or Committees.

c) Other.

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

VII. OLD BUSINESS:

a) District Status/Commissioner Correspondence.

Chairperson Larson explained at the last meeting they shared a copy of a letter they received from the County Board of Commissioners indicating their pledge to support and encourage the Library System to district status and indicated they would like us to advise them by December 31st of what our intent is? After lengthy discussion the board agreed on exploring options relative to district status but right now would prefer to keep the support of the County and look at a Millage renewal in May. Chairperson Larson explained no motion is necessary but would meet with Director Warwick and draft a letter to bring it to the December board meeting for board approval and to be forwarded to the Board of Commissioners.

b) By-Laws – Board Committees.

Chairperson Larson explained his intent was to have a two (2) member finance committee and these members would be made up by the Vice-Chairperson and one (1) additional board member. This finance committee would meet on a scheduled basis prior to the regular board meeting to review and make recommendations to the board regarding the approval of monthly financial reports. This committee would meet with the director to review budgets and would then be submitted to the board for approval. Does this seem reasonable? Vice-Chairperson Praet had a question explaining that Director Warwick has never had to answer to any of his employee vouchers, and approves his own. Chairperson Larson noted their not talking hundred of dollars and certainly the County would review his voucher and also doesn't see that this would be a primary charge of the finance committee but understands where she is coming from. Chairperson Larson suggested he would like to be the second member on the committee for this coming year if this were agreeable to the board? Moved by Member Nicholl and supported by Member Moran to approve Chairperson Larson and Vice-Chairperson Praet as members on the finance committee and meet on a regular basis. Motion unanimously carried.

- c) IT Contract.  
Chairperson Larson asked that the board review the information provided tonight and be prepared to take action at the December meeting.

VIII. NEW BUSINESS:

- a) Team/Communication – Training.  
Director Warwick explained the team training would cost \$1,865 and would be for twenty people for two half-day sessions (includes all branches and staff who coordinate). Vice-Chairperson Praet thinks it would be better to have employees in general and not branch managers for this type of training. Director Warwick explained this is a first step and hopes in the future to have an all day staff-training day. Moved by Member Moran and supported by Member Nicholl to approve the team training. Three (3) yes votes: Chairperson Larson, Member Moran and Member Nicholl and one (1) no vote Vice-Chairperson Praet. Motion passed.

- b) Board Reports.  
Chairperson Larson asked board members what their intent was regarding their board reports. Vice-Chairperson explained her report is current information and branch reports were prior information. Member Nicholl noted hers was of a personal nature.

Vice-Chairperson Praet – Spoke with Branch Librarian Jane Perukel at G. Lynn Campbell, the Children’s Read Week is going well. Their Friends held a book sale last week and raised over \$500. St. Clair’s Friend’s 1<sup>st</sup> Thursday (December 1<sup>st</sup>) sponsored program this month is Jim Cleary, discussing his books he wrote about the *True circumstances of the Titanic*. Will also be offering yoga classes. Spoke with Branch Librarian Vickie Hurley at Marysville. Their first Beginning Intro to Computer classes went well. Mitten trees are being put up at all branches. Chase (Bank One) has given Marysville and the Main Branch books to hand out to children. Also noted there has been a ton of people who have been attending Jamie Tarzwell, Assistant Branch Librarian Thursday’s Small Wonders program. Monday December 19<sup>th</sup> they will also be having a holiday bake/cookie sale from 9:00 a.m. to 2:00 p.m. Starting in January on Monday’s at the Marysville Branch there will be discussions on the history of Marysville.

Member Nicholl – Nothing

Member Moran – At the Memphis Branch a local Business donated a couple fossil laid rocks and was installed in the back yard (article in paper). North Macomb Voice had a lovely article on all of the activities going on at the Memphis Branch. 272 children turned out for a very successful Halloween party. Also noted someone in Capac returned \$1,000 worth of material back on the last day of amnesty week. Chairperson Larson requested at the end of December an updated amnesty report.

Chairperson Larson – Has seen a lot of articles on library programs and fund raisers, these are very meaningful but have noticed there has not been anyone from the Times Herald at their last couple board meetings. He mentioned to Director Warwick that, going into next year, he would like to have more coverage from the Times Herald, maybe request a reporter to attend. Also noted Director Warwick would be presenting an update on goals and objectives where he’s at (would like this done quarterly) and also both himself and Director Warwick would have a letter for consideration for district status for the board of commissioners at the December meeting.

NEXT REGULAR MEETING DATE. Tuesday, December 20, 2005 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

- IX. Adjournment. Moved by Vice-Chairperson Praet and supported by Member Nicholl to adjourn meeting. Motion unanimously carried. Meeting adjourned at 8:09p.m.

Respectfully Submitted:

---

Arnold H. Larson, Chairperson

---

James F. Warwick, Director/Secretary