

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 19, 2004
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

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

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Branch Coordinator, Peggy Guoin; Children's Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Tris Arnett, Bonnie Campbell and Gretchen Krug.

CALL TO ORDER AND ATTENDANCE BY Chairperson Vernier at 6:30 p.m. All members present.

Chairperson Vernier explained the purpose as Library Board members is to serve the residents and people of St. Clair County and making sure that the Library system works effectively and works to their best interest. Sometimes board members and people at large forget what our job is here and its important to all of us to remember this also it's a lot easier to remember why were here if we can be part of the group and part of the entire system. Chairperson Vernier asked that at the beginning of each meeting we would stand and say the Pledge of the Allegiance to the Flag of the United States of America.

Pledge of the Allegiance

- I. APPROVAL OF AGENDA: Moved by Vice-Chairperson Moran and supported by Member Praet to accept the Agenda as received. Motion unanimously carried.
- II. CITIZENS' COMMENTS:
None
- III. APPROVAL OF MINUTES: Moved by Member Larson and supported by Vice-Chairperson Moran to accept the September 21, 2004 Annual meeting minutes as presented. Motion unanimously carried.
- IV. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Invoices over \$10,000 are discussed in Director's report. Moved by Member Praet and supported by Vice-Chairperson Moran to accept the Regular invoices for September 2004 totaling \$7,339.93 and Millage invoices for September 2004 totaling \$59,421.22. Motion unanimously carried.
 - b) Acceptance of Financial Report.
Director Warwick explained we are behind in revenue in a number of areas. By year-end we will exceed the \$34,000 in fees, fines around \$103,000 and rent we should received around \$74,000. Looking at what we have we'll have a slight surplus in revenue than we budgeted (approximate \$60,000). Expenses at 75% of the year, right on target with personnel and under in almost all of the areas in the Millage budget.
Moved by Vice-Chairperson Moran and supported by Member Larson to accept the financial report. Motion unanimously carried.

- V. COMMUNICATIONS:
- a) Library Director's Report.
Director Warwick explained the increase hours for Burtchville Township Library is effective November 1, 2004. (refer to Director's report)
 - b) Department and/or Committees.
 - c) Thank you notices.
Friends of Burtchville Township Library
Friends of St. Clair County Library
MainStreet
St. Clair Landings-Connie Smith
- VI. OLD BUSINESS:
- a) Detroit Edison Company Tax Assessment Appeal Letter.
No news.
 - b) Breton Group Study.
Copies were distributed among departments and staff, gave two weeks to review (staff approved). Director Warwick asked the board to approve or table the study. Moved by Member Larson and supported by Vice-Chairperson Moran to received and file report. Motion unanimously carried. Also noted we should schedule a work plan before the Long Range Plan is completed and that we are also in compliance with the Open Meetings Act.
- VII. NEW BUSINESS:
- a) Michigan's Works Training Opportunity.
Bonnie Campbell from CMEd, Information and Services, LLC (provides computer classes to the public) explained in detail the Michigan's Training program being provided through the State and that she would like to submit a bid which would include her renting the Library's Internet Lab that is located at the Main Branch for a St. Clair County, Port Huron area work force computer training program. (The population to be served are individuals who qualify through Michigan Works Center, Welfare to Work programs, dislocated workers, economically disadvantage adults of at least 18 years old, and any other customers of Michigan Works that would benefit from this service provided.) Director Warwick noted it would make good use of the lab. Moved by Member Larson and supported by Member Praet to allow Director Warwick to negotiate and report back to the Board. Motion unanimously carried. Will also need to attach a letter of understanding, letter of agreement or minutes of approval to the proposal being that CMEd is the grant recipient. Moved by Member Larson and supported by Member Praet to authorize Director Warwick to sign a Letter of Intent to utilized the computer lab for these programs with the details of the contract to be developed between the Director and CMEd and for final approval by the Board at the November meeting. Motion unanimously carried.
 - b) Review of the Material Selection Policy.
Director Warwick explained the staff has reviewed this policy and is reviewed every two years. There were a few minor changes made on this policy (Section 3 Responsible for selecting materials, Freedom of Choice and Gift area). Moved by Vice-Chairperson Moran and supported by Member Larson to approve the draft of the Material Selection Policy. Motion unanimously carried.
 - c) Technology Plan 2005-2007.
Director Warwick explained the Library needs a Technology Plan to receive Universal Service Fund Rebates and the Plan will also need to be approved by the State Library. Basically the Plan is an update of what we are going to be purchasing and what upgrades and this Plan can be modified. Assistant Library Director Arnett noted the Technology Committee has reviewed the Plan and it's a realistic Plan and pretty much follows what we had for the last Plan. Moved by Member Praet and supported by Vice-Chairperson Moran to approve the Technology Plan and forwarded the Plan to the State Library for their approval. Motion unanimously carried.

- d) Board Member Reports.
- Member Praet – Visited G. Lynn Campbell prior to their 2nd grade visit, their Friends Group are having a fundraiser for a chance to win a \$25 dollar Meijer gift certificate or a candy filled pumpkin. Also you could donate a \$1.00 and decorate a pumpkin. A Friends member created a bookmark for their used book sales (very active Friends Group). St. Clair is really busy, 50 people attend the Forensic Science program provided by Michigan State Police program and their Leader Dog program also had 50 people attend. Floaters and other staff will be used to help due to a leave of absence. At the Marysville Branch they're having their regular computer classes and as soon as they are listed they are filled up. They are also trying to get a hold of Ronald McDonald for their children's book week next month.
- Vice-Chairperson Moran – At Memphis things are going well, their windows are decorated for Halloween. Very pleased they had a poetry reading of High School students and had 120 attended the program. Capac Branch is busy as usual; the libraries always look so neat and clean. Just started a new program called Head Start with pre-schoolers at Capac and Branch Librarian Patsy Beischer comes in an hour early for this program once a week, working out real well.
- Member Larson – Spent almost a full day with Director Warwick and toured most of the branch libraries (Burtchville, Memphis, Yale, Capac and the Main branch). Also recently visited Marysville and St. Clair branches, very impressed with the libraries but also can see where certain communities don't have the resources of operating to accommodate the needs such as a lack of space to adequately provide services to the community. Also acknowledged having branches right in the middle of the cities is important because it sends a message to the community and the staff that their a part of the community and valued. The visit was very informative and will be visiting Marine City, Algonac-Clay and Ira Branches next month. Also it's important for the staff to see board members and we are a family and we need to work together.
- Chairperson Vernier – Noted that Member Larson has pointed out very interesting things that the Library is more than a building; it's the individuals and the community that supports it.

NEXT MEETING DATE. Tuesday, November 16, 2004 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 Member Larson and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:28 p.m.

Respectfully Submitted:

Peter J. Vernier, Chairperson

James F. Warwick, Director/Secretary