

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Monday, October 16, 2006
St. Clair County Economic Opportunity Committee (EOC) Meeting Room
108 McMorrان Boulevard, Port Huron.

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

ABSENT: Lynn Moran

ALSO PRESENT: Allison Arnold, Melissa Davis, Kimberley Radatz and Janet Rose. Others: Two visiting board members from the Lexington/Worth Township District Library.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

Pledge of the Allegiance

II. AMENDMENTS TO THE AGENDA:
No amendments.

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

Library Director James Warwick explained the presentation giving tonight is the first draft and will be reviewed again with staff. Director Warwick presented a detailed slide presentation thanking for the support with the Millage and explaining services, which some are currently being provided and also future services that will be provided effective January 2007 throughout the system.

IV. CITIZENS' COMMENTS:
Visitor from the Lexington/Worth Township District Library asked what type of credentials is required for literacy tutors.

V. APPROVAL OF MINUTES:
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the September 19, 2006 annual meeting minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Moved by Member Vernier and supported by Vice-Chairperson Praet to approve the Regular invoices for September 2006 totaling \$10,773.21 and Millage invoices for September 2006 totaling \$105,306.35. Motion unanimously carried.

b) Acceptance of Financial Report.
Director Warwick explained we have an estimated of \$30,000 in revenue over what was budgeted. Interest maybe a little higher than the \$108,000 as estimated due to a large CD invested which matures next year. The County will reverse the portion of interest for 2006, approximate \$26,000 more than anticipated and also noted penal fines are under but not as bad as they were. Expenses are moving forward, salaries are coming closer to the percentage of the year were in. We are looking in to why because we were behind before, everything else is going along well. We are also monitoring expenses as we go. We are keeping track of purchases and potential purchases. We hope to be on about what our budget projections were or maybe a little bit more. Director Warwick explained one of the main expenses for Burtchville is cabling, a little over \$21,000 (contract has been signed), furniture order will be placed this week and drop box was ordered today. We have also been filling some of the wish lists items and purchased additional kwik cases for DVD and CD's.

Moved by Member Vernier and supported by Vice-Chairperson Praet to accept the financial reports. Director Warwick explained he attached a copy of the I & E Report to the Material Expense Report because there's a discrepancy between these two reports, where's that discrepancy? The County doesn't pay the invoice until it's due, so there might be invoices included in the Material Expense Report and not in the County's report. Also we're not certain that Technology Department knows which items were invoiced in 2005 rather than 2006 which would be another cause for this difference. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Chairperson Larson noted Director Warwick would be giving a presentation on the budget October 25th to the County Commissioners and an update as to where we are going for next year. Also noted Director Warwick will also be discussing goals during the library board workshop.

Moved by Member Vernier and supported by Member Vesper to receive and file Library Director's Report. Motion unanimously carried.

b) Department and/or Committees.

c) Thank you notices:

American Red Cross

Blue Water Women's League

MainStreet

Port Huron Hospital Foundation

Moved by Member Vesper and supported by Member Vernier to receive and file communications. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Microfilm Reader/Printer Bids.

Director Warwick explained he requested six (6) bids and received only two (2) responses for a microfilm reader/printer. Moved by Member Vernier and supported by Vice-Chairperson Praet to accept the bid from Graphic Sciences for the amount of \$7,295 which includes the trade allowance of \$500. Motion unanimously carried.

b) Update on Building Assessment Study.

Director Warwick explained he received the invitation to bid and has notified purchasing for them to go ahead and send it out. Chairperson Larson explained the County facilitates the contracts for the architects. He also explained the County will review the bids, then Director Warwick will review and he'll make a recommendation to the board for approval. The final report is due January 30, 2007. Chairperson Larson also noted we need to approve the bid at the November meeting because the bids are due to the County by November 10th. Director Warwick also noted we would probably need to share this report to the County Commissioners and Administrator Shaun Groden to look at what type of plan that needs to be done.

c) Van Bids.

Director Warwick reviewed each vehicle including price also explained these bids came through the County as a State bid.

Moved by Member Vernier and supported by Member Vesper to accept the recommended bid for a 2007 Ford Escape 4-WD in the amount of \$15,810 also including an additional optional safety package for approximately \$540, total cost \$16,350. Motion unanimously carried.

IX. NEW BUSINESS:

a) Review of Material Selection Policy – November 2006.

Director Warwick explained basically the policy is the same except one sentence was removed "based upon 2000 Long Range Plan".

Moved by Vice-Chairperson Praet and supported by Member Vernier to approve the Material Selection Policy. Motion unanimously carried.

Vice-Chairperson Praet asked if she and Member Moran could receive a copy of the Personnel Manual. Director Warwick explained the manual/handbook has not been accepted

but sent to the attorney for review. This is a working document between him and staff. Once the attorney reviews it will be given to the board. Chairperson Larson noted this does not require board approval. Director Warwick also explained once we receive approval from the attorney we want to sit down with the Union and go over it. Also noted the Library will be the second department to have a manual done.

b) Board workshop date.

Decided date for workshop is February 10th with January 27th as an alternative.

Chairperson Larson also noted one thing he would like Director Warwick to do at the November meeting is begin to put together some proposed topics, so at least they'll have some direction. Director Warwick mentioned one topic would be the Long Range Plan (focus groups, surveys?) and the major session that we would have to determine is what our focus would be for the next five years. Member Vernier also mentioned wouldn't a Long Range Plan better be served if it's included in the earlier part a anticipation of the population change of the County. Director Warwick suggested when they look at who they are going to select to be on the planning session to go over all of the data. We would want to include someone from the County Planning Department. Chairperson Larson noted this would be part of our discussion and what options the board chooses to move, such as do we want to do it ourselves or do we choose a contract and if we do choose a contract what do we want the contract for?

c) Board Member Reports.

Member Vesper – Yale's friend's group has been meeting and working on their big fundraiser for the year "Festival of Tree's".

Vice-Chairperson Praet – Spoke with Branch Librarian Jane Perukel at G. Lynn Campbell, their children's program numbers have went up. They are seeing more new people in the branch (maybe due to new sub division in the area). Fourth grade class comes every Wednesday and also noted they are ready for the Teen Read Week and basically everything is going really well. Also asked branch librarian about the meeting room attached to the library, they have not heard anything. Everything is also going pretty well at Marysville, their open house they had ten people attend (disappointed with the attendance). Spoke with Branch Librarian Julie Alef, they planned their programs but they are also holding back because they are waiting to see about their hours and people are commenting all the time that they can't wait for them to open up again Saturday mornings. They are going to add another story time, doing very well with book sales and collectable items. Assistant Branch Librarian Mary Kelly attended a workshop in Marshall. There's a book coming out on available performers (seem expensive). Community Relations Coordinator mentioned grants for performers are available through Michigan's Art & Humanity Council.

Member Vernier – No Report

Chairperson Larson – No Report

NEXT REGULAR MEETING DATE. Monday, November 20, 2006 at 6:30 p.m., located in the meeting room of the EOC Building, 108 McMorrان Boulevard, Port Huron.

IX. ADJOURNMENT: Meeting adjourned at 8:07 p.m.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary