

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 16, 2007  
210 McMorran Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Lynn Moran, Helen Praet and Lisa Vesper. DIRECTOR: James Warwick

ABSENT: Chairperson Larson & Member Vernier

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Kimberley Radatz, David Smith and Janet Rose. Others: Jerilyn Brown, Lynn Smith & Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Vice-Chairperson Praet at 6:30 p.m.

Director Warwick welcomed St. Clair County's Park and Recs Office Manager Lynn Smith.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:

Director Warwick explained there were (3) three additions to the Agenda: (c) Schedule replacement of patron access computers, (d) monitor replacements and (e) software license renewal. Moved by Member Vesper and supported by Member Moran to approve the agenda as amended. Motion unanimously carried.

III. APPROVAL OF AGENDA:

Director Warwick explained on the examination of withdrawing the Government Documents Depository we recovered new information. This pertains both to State and Federal documents and also thinks at the next meeting of making a new motion instead of a complete removal of the government document section, that we do a removal of the hard copy but do the electronic resources.

Department Head Report – David Smith – Government Documents.

Librarian David Smith explained in the research that was done they came to the discovery the hard copy collection we have stored in the basement is not necessarily something we have to keep. What we discovered with our discussion with the Library of Michigan was that there's an opportunity for us to make our collection smaller. Our hard copy collection can be disposed. We would maintain an online collection through the internet. The process of moving from a hard copy format to an online environment would be a gradual process. This would take (2) two years. By going online it would free up space. St. Clair County Library System has been a depository since 1876 (twelve hundred and thirty years of history) and also we are the representative for the 10<sup>th</sup> Congressional District. David also noted he was hoping to do this over a period of time if the board agrees with them that we could remain with the state and the federal programs and proceed with a more online environment and reduce our physical materials quite a bit and still promote this to the public and provide this valuable service. Director Warwick also noted he thinks the Library of Michigan was concerned that there would not be a depository in this area of the State. Director Warwick noted this would be on the next month's agenda for action.

IV. CITIZENS' COMMENTS:

None

V. APPROVAL OF MINUTES:

Moved by Member Moran and supported by Member Vesper to approve September 8, 2007 Board Workshop minutes. Motion unanimously carried. Moved by Member Moran and supported by Member Vesper to approve September 18, 2007 Board Annual minutes. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted there were a few invoices over \$10,000 and was explained in his Director's Board Report.

Moved by Member Vesper and supported by Member Moran to approve the invoices for September 2007 totaling \$98,294.17. Motion unanimously carried. Director Warwick noted in their packet is another copy of the financial report due to some pages missing in the packet.

b) Acceptance of Financial Reports.

Director Warwick noted income is coming in good, penal fines are down but we have made up in other areas for this. Donation line is up due to the PAC/HUG grant. Also noted he sent a letter out to the municipalities regarding sending in their invoices for reimbursements. We are under spent at this time of the year.

Moved by Member Vesper and supported by Member Moran to receive and file Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick reminded everyone the dinner for the Endowment is October 25<sup>th</sup> (all proceeds will benefit the Endowment Fund). Currently there are 50 people registered for the dinner and donations are coming in. Also Friday night at 6:30 p.m. at the St. Clair County Community College they will be doing a free program for families. In tonight's packet are the Assistant Director's report and newspaper clippings. This Thursday the steering committee for the foundation will be meeting in his office.

b) Department and or Committees.

c) Other.

Moved by Member Moran and supported by Member Vesper to receive and file communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) Building Repairs update.

Director Warwick explained both Chairperson Larson and he attended the Board of Commissioners meeting. Whitey gave a very good update with what we have done with our Millage money. The Board of Commissioners did approve the Library's request (by a 4 to 3 vote) provided that we pay half the amount rather than \$50,000.00.

Moved by Member Vesper and supported by Member Moran to increase the Library's contribution from \$50,000.00 to half of the cost of the expenses. Motion unanimously carried.

IX. NEW BUSINESS:

- a) Establish date: LRP Workshop January 12, 2008.

Vice-Chairperson Praet asked if Director Warwick has passed out information on the focus groups and other items regarding the Long Range Plan. Director Warwick, yes and also noted Office Manager Kimberley Radatz is doing a great job in working with them (branches) to establish these meetings (11 focus group meetings).

Moved by Member Moran and supported by Member Vesper to establish the Long Range Plan Workshop on January 12, 2008 from 9:00 a.m. to 4:00 p.m. Motion unanimously carried.

- b) 2008 Library closing dates.

In-Service February 29<sup>th</sup> ½ day closure.

Rotary International Day Parade July 9<sup>th</sup> close at 4:00 p.m. (Main Library only)

In-Service December 5<sup>th</sup> ½ day closure.

Moved by Member Vesper and supported by Member Moran to approve the 2008 Library closing dates. Motion unanimously carried.

- c) Replacement of patron access computers.

Moved by Member Vesper and supported by Member Moran to approve the purchase of 127 new computers and 12 individual floppy's in the amount of \$93,165.38. Motion unanimously carried. Director Warwick also noted this will allow us to have (2) two extra computers at Burtchville.

- d) Monitor replacements.

Moved by Member Moran and supported by Member Vesper to approve the purchase of 55 monitors for replacement in the amount of \$11,879.45. Motion unanimously carried. Director Warwick thanked Assistant Director Allison Arnold for getting this together (working with IT).

- e) Software license renewal.

Moved by Member Moran and supported by Member Vesper to approve the purchase of a (3) three year licenses (upgrade) in the amount of \$15,557.27. Motion unanimously carried.

- f) Board Member Reports.

Member Vesper – Received an email from Branch Librarian Kaye Ray regarding her sick leave, her staff will be covering everything. City of Yale has paid for a new roof and also they plan on getting some landscaping done before winter (some funds are being provided by their Friends, Yale Library Board and their high school student council). Also noted they're doing a lot better with the teens this year (doing a lot more teen/tween projects).

Member Moran – Renovations being done to the Memphis building, it looks so nice. They are very busy and everything seems to be going very smoothly. Capac Branch things are going well and their Mayor allowed them to put their drop box outside, they're also attempting to get some new windows for the front.

Vice-Chairperson Praet – Spoke to Assistant Branch Librarian Jayme Tarzwell at the Marysville Branch they are trying to think of something different for the Kid Kreations instead of having it on specific date (people signup but don't come) so in December on Saturday from 3:00 p.m. to 5:00 p.m. they will have projects out for the kids. Almost all computer classes are full. "Kids Book Week" from November 12<sup>th</sup> through the 17<sup>th</sup>. Teen Read Week seems to be going ok this week. Spoke to Branch Librarian Julie Alef she is so busy also working with local leaders (Chamber, DBA and Rotary) because they are trying to fix up the downtown. They want to keep the Library in the center of downtown. Also had (6) six pre-school classes come in last week and has a media specialist coming tonight from the Algonac Public Schools to talk about online sources that we have and not just going to the internet for information. Teen Idol contest is tomorrow and the finals will be Saturday. Spoke to Branch Librarian Jane Pukul nothing has being done yet to the new room. At the Joel Tacey program (magician/juggler) there were 40 people who attended. Programs are

going well. Director Warwick acknowledged visual equipment is being provided through an anonymous donor to the branches. Vice-Chairperson Praet mentioned maybe we could have a book plate acknowledging this as an anonymous donor.

NEXT REGULAR MEETING DATE. Tuesday, November 20, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Moved by Member Vesper, meeting adjourned at 7:42 p.m.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary