

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 28, 2008
210 McMorran Boulevard, City of Port Huron, St. Clair County Main Library,
Gilbert Wilcox Meeting Room.

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

ABSENT: None.

ALSO PRESENT: Staff: Allison Arnold, Peggy Guoin, Anita Jackson, Kimberley Radatz and Mary
Redigan. OTHER: Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:35 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Director Warwick requested to add presentation of Branch Award for the September Library
Card Sign Up Month Winner (place after Department Head Reports).

III. APPROVAL OF AGENDA:

Moved by Member Moran and supported by Member Vesper to approve the agenda with the
addition of presentation of Branch Award for the September Library Card Sign Up Month
Winner. Motion unanimously carried.

Department Head Report – Mary Redigan – Teen

Reference Librarian Mary Redigan introduced herself by starting out telling a joke which fit in with the
theme of Books with Bite and with Halloween. “Why did the vampire check out a drawing book?”
“He wanted to learn how to draw blood”. She emphasized that teens are increasingly important to
libraries. Ms. Redigan explained teens are using the library more than ever these days. They use the
library for free internet, check out DVD’s, free music, magazines, a place to meet friends or a place for
homework help as well as for programs. When she first started eight years ago teen material was all
over the library and there were few programs now we have a teen space that is loaded with possibilities.
This past week we had a storyteller (telling ghost stories) and a clown teaching makeup techniques,
both programs were successful. Various programs have been the Teen Fun Fair, Teen Read Week and a
Teen Idol competition. In Ms. Redigan’s closing statement she noted Teens, Tweens, Young Adults
and kids are a vital part to the library. We need to keep them in our thoughts as they have needs and
wants just like any adult. They are future voters and taxpayers! Future programs will include Mr.
Warwick hosting a program with Rotary Youth Exchange students and a Poetry Slam.

IV. CITIZENS’ COMMENTS:

None.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the
September 23, 2008 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Director Warwick noted the invoices are pretty normal for the month. Building repair invoices paid so far is \$18,653.88 also noted he spoke with Ron Marsh in Maintenance and they both felt that the payback for caulking the windows seems very low for what the cost would be. They felt a higher priority was the front entrance way. Ron spoke to County Administrator Shaun Groden and Mr. Groden extended the concrete work into next year. Director Warwick presented a print of the proposed front entrance. Also noted that Ron has bids and feels we're on track with the project.

Moved by Member Soelter and supported by Member Moran to approve the invoices for September totaling \$98,426.23 as presented. Motion unanimously carried.

b) Acceptance of Financial Reports.

Moved by Vice-Chairperson Praet and supported by Member Vesper to receive and file September 2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Chairperson Larson noted he appreciated Director Warwick's comments in his evaluation about getting him out more often as well as other staff should. Referring to Branch Coordinator's report, Chairperson Larson noted the board should expect some type of QSAC report in June to where we stand and where we should go. Director Warwick noted we have done our second go around on a power point presentation on the Long Range Plan. Vice-Chairperson Praet complimented on the power point presentation that Allison Arnold and Peggy Guoin presented at the Friends Workshop. Chairperson Larson suggested that pre & post pictures be taken of branches during their projects/changes. Director Warwick referring to the Facility Use Report said electronic database usage went up also noted currently we have 42 tutors for the literacy program. These resources are being used more than ever. Chairperson Larson recommended having a list of new database's available at the branches/main (example: The following databases are available including a short narrative). Director Warwick noted we are on track of having the greatest circulation record ever with the possibility of reaching over 900,000 this year.

b) Department and or Committee.

c) Other.

Moved by Member Moran and supported by Member Vesper to receive and file September 2008 communications as presented. Motion unanimously carried.

Director Warwick presented a plaque to Branch Librarian Anita Jackson from G. Lynn Campbell for the branch having the largest percentage increase in new card holders; September is Library Card Sign Up Month. Director Warwick acknowledged all prior branches who received the plaque: G. Lynn Campbell 2001; Yale 2002; Capac 2003; St. Clair 2004; Capac 2005; Marysville 2006; Burtchville 2007 and for 2008 G. Lynn Campbell with a 120% increase congratulations!

VIII. OLD BUSINESS:

None.

IX. NEW BUSINESS:

a) QSAC (Quality Services Audit Checklist).

Chairperson Larson referring to QSAC report dated October 2008 noted he appreciated the report and looks forward in receiving a report next May or June.

b) Compact shelving – approval.

Assistant Director Arnold explained three companies submit bids (Library Design Associates Inc, PSi Productivity Systems Inc, and Casper Corporation) for this project and a 100 point system was used. Basically it was very close and all three companies met the basic requirements the difference was the cost and product. After a lengthy discussion it was decided to go with Proposal I (area A), II (Area B) and III (Additional labor).

Moved by Vice-Chairperson Praet and supported by Member Moran to accept the bid from Library Design Associates Inc to purchase Proposal I, II and III (compact shelving) for the amount of \$125,220. Motion unanimously carried.

c) Board Member Reports.

Vice-Chairperson Praet – No report from Marysville. Branch Coordinator Peggy Guoin explained next month there will be a board report, we have a leave of absent and we're currently filling with temporary staff.

Member Moran – Asked about having staff name tags. Director Warwick noted he didn't see a problem with a first name on the tag but he would bring it up at the staff In-Service.

Member Vesper – Yale is excited about their new circulation desk which is in the works. Funds have been allocated for the purchase.

Chairperson Larson – Visited downstairs and complimented on the blue rugs. Also noted each branch submitted their request for improvements. Vice-Chairperson Praet noted G. Lynn Campbell will be receiving Yale's circulation desk. Director Warwick noted John Pettinato (Peggy's Husband) will be disassembling and assembling the circulation desk. Director Warwick noted at one point we need to recognize John he has helped with things at the G. Lynn Campbell, Memphis and now the circulation desk at Yale. Chairperson Larson asked how the Friends Workshop went. Kathleen Wheelihan noted there were about 30 in attendance (last year 45) and felt that everyone really enjoyed the presentation because they learned so much (how things fit). Very well appreciated, both Allison and Peggy did such a marvelous job as well as Ann Maas.

NEXT REGULAR MEETING DATE: Tuesday, November 25, 2008 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, City of Port Huron.

X. ADJOURNMENT: Meeting adjourned at 7:34 p.m. by Member Moran.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary