

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES REGULAR MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, October 27, 2009  
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,  
Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Janna Soelter and Kathleen  
Wheelihan. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Staff: Allison Arnold, Dale Kittendorf, Kimberley Radatz and Faith  
Wormsbacher. OTHER: Jerilyn Brown and Barbara Warren.

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

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:  
Add Facility Needs Assessment.

III. APPROVAL OF AGENDA:  
Moved by Member Soelter and supported by Vice Chairperson Praet to approve the agenda  
as amended to include under New Business discussion on Facility Needs Assessment. Motion  
unanimously carried.

Department Head Report – James Warwick – Millage Presentation

Director Warwick presented the Millage Presentation (work in process). Chairperson Larson noted for  
the board to take this information home to review and noted he also looks forward to an update.

Chairperson Larson introduced Barbara Warren and noted she's not officially a member however in the  
final step.

IV. CITIZENS' COMMENTS:  
None.

V. APPROVAL OF MINUTES:  
Moved by Vice-Chairperson Praet and supported by Member Wheelihan to approve  
September's Annual meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve invoices  
for September 2009 totaling \$70,942.60 as received. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted summary of revenues we're projecting right now in major  
categories we are down (current property taxes down \$67,000, penal fines down  
\$156,000 and interest down \$81,000) in all we're down in revenue about \$290,000 (early  
estimate). Expenditures under spent by \$360,000 (salaries under \$160,000, supplies over,  
services a surplus of \$25,000, surplus of \$130,000 Tax Tribunal and Capital Outlay a  
surplus of \$67,000. Excess of revenue over expenditures maybe between \$50,000 and  
\$70,000 (estimate).

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to receive and  
file September 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

- a) Library Director's Report.
- b) Department and or Committee.
- c) Other.

Director Warwick, friendly reminder November's meeting has been moved up to November 17<sup>th</sup>. Spoke to Ann Maas regarding millage committee. She's more concerned of a plan. Director Warwick also noted he could chair this committee if needed. Chairperson Larson noted he would suggest maybe in January convene a millage meeting and invite the chairperson or their representative from each friends group including branch managers and talk about the millage and where we are going. Election August 3<sup>rd</sup>! Director Warwick noted he has not heard anything further from Greg Hill regarding equalization however has heard from Bob Kempf that property taxes are going steadily from -9% to a -11%.

Moved by Member Soelter and supported by Member Wheelihan to receive and file Communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

None.

IX. NEW BUSINESS:

- a) Lisa Vesper – Recognition.

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to approve Director Warwick to purchase library material in recognition of Lisa Vesper's service in the amount of \$50.00 to \$100.00 and to be placed at the Yale Branch. Motion unanimously carried.

- b) Circulation Policy Appendix A – F (review).

Director Warwick explained there were no changes and this policy is reviewed annually.

Moved by Vice-Chairperson Praet and supported by Member Soelter to approve the Circulation Policy Appendix A - F. Motion unanimously carried.

- c) Facility Needs Assessment.

Chairperson Larson noted he, Director Warwick and Assistant Director Arnold reviewed (9) nine architectural submissions and has narrowed it down to (2) two finalist and will be contacting their references. Copies of the RFP and work samples were available and some disbursed. Chairperson Larson noted he was very impressed with their reports. He also noted we are doing this for guidance for future action by the board down the road. This helps us think about what we can do in the future (cost around \$30,000). Director Warwick started a list of questions for the architects.

- d) Board Member Reports.

Member Soelter –No Report.

Member Wheelihan –Capac is plugging away. Recent book sale was the most successful sale ever. Sunday hours worked real well for the sale.

Vice-Chairperson Praet – Spoke to Assistant Branch Librarians Veronica Ruck and Janet Rector at G. Lynn Campbell everything going well. Book sale sold over \$400. During her visit there were 14 people waiting for computers (Vice-Chairperson Praet noted patron requested an additional computer). Held program "How to Make Halloween Treats". November 16<sup>th</sup> program Let's Talk Turkey.

At Marysville Branch Manager Mike Mercatante noted the carpet will be installed (installers fault) after the holiday's. They are very busy! Noted the Health Fair and Ask the Doctor are scheduled for February and a blood drive has been scheduled for January. Friends book sale in December and the annual bake sale as well.

Spoke with Branch Manager Julie Alef at St. Clair, carpet was forgotten to be ordered (will take at least 5 weeks) and the wall is ready to come down. They are busier than ever! Also noted they received a grant for bike racks (throughout the city).

Member Soelter noted she attended a program at Marysville (Book appraisals). Great program!

Guest Barbara Warren – Yale held a program decorating pumpkins turn out for this program was great! The Summer Reading finale was very successful. Reading to the therapy dogs seems like this will be a great thing for the kids!

Chairperson Larson – No Report.

NEXT REGULAR MEETING DATE: Tuesday, November 17, 2009 at 6:30 p.m., located at the Main Branch, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned at 8:08 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary