

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES SPECIAL MEETING
MINUTES

TIME & PLACE: 2:00 p.m. Wednesday, October 30, 2002
210 McMorran Blvd, Port Huron, Gilbert Wilcox Meeting Room

PRESENT: BOARD MEMBERS: Donna Burch, Betty Clement, Randy Fernandez, Lynn Moran and Dr. Fred Nowland. DIRECTOR: James Warwick.

ABSENT: None

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Assistant Branch Librarian, Koni Kelly; Branch Librarian, Kaye Ray; Branch Librarian, Linda Aguinaga; Acquisition Clerk, Maura Gostinger; Community Relations Services Coordinator, Melissa Davis; Financial Clerk, Cathy Kilbourn; Librarian, Dale Kittendorf; Librarian Assistant, Barb Adent; and St. Clair County Commissioner, Pat Anger; St. Clair County Administrative Service Director, Joe Bixler; St. Clair County Commissioner, Juanita Gittings and Therese Robinson

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Nowland at 2:05 p.m. All members present.
- II. DISCUSSION ON 2003 BUDGET: Chairperson Nowland explained he would like to bring everyone up to date and try to straighten out the rumor mil. Chairperson Nowland explained we as the board looks very closely at the budget planning session back in August with the material we sent across to the County. Library Director Warwick received on Friday the revised budget that came from the County, and maybe we over reacted. Library Director Warwick called Chairperson Nowland and said he was concerned about things that were in it, and Chairperson Nowland responded to him to do something that he always did when he was Superintendent. We sent letters to all our principals and directors indicating to them that we are now in the budget process we have the revised budget from the board and I want everyone to go back and try and see where we can stream line and we might have to cut when the final budget is adopted. Chairperson Nowland told Director Warwick I thought that it would be a good idea to contact his people and ask the same questions, someway the memo that went out was not clear and the first retain that we got was that people were going to loose their jobs because of the budget cuts. We don't know what the budget cuts is and if there is going to be one. The revised budget came down to Director Warwick Friday afternoon and the five Library board hasn't even see it were planning a work shop on November 4th or 6th to spend a couple hours or more with Director Warwick going over the line items on the budget. We would go

back and meet with the appropriate people at the County then follow as it should be followed and make adjustments. Chairperson Nowland explained he is really here to try and straighten this out and apologize for the rumor mill that floated on this kind of thing. That caused people to be concerned about their positions and things like this and explained that he feels comfortable that nobody has to worry about their jobs. You may ask questions about the budget but the Board can not answer, not because we don't want to, its because the Board has not sat down and discussed the budget by line item to try and figure where we are and what we are going to do that came across from County Administrator Troy Feltman who has the responsibility to that and try to make the budget balance and take care of the problems that exist. We're really proud of what's happened with the library system. When you can go to the ballot in the bad times which we do have a few economic problems at this time which is going to affect everybody's budget in the County government. Chairperson Nowland also noted that they are worried about the revenue sharing, which is on hold. Don't think we got any bad publicity out of this rumor mill, and it's our fault and he'll take the responsibility because he suggested. We're happy where the Library is and personally feel that this library has come along way in the last 6 to 7 years where you can get the taxpayers to vote 70% to renew the funds. We will be meeting next week either Tuesday or Thursday 4th or 6th for a work session with the board and with the revised budget that came down and come up with what they feel is a workable budget then do the next set (meet with the appropriate people in the County). Personally feels the Library will make it. Member Fernandez noted he really doesn't think anyone here in this room is anti library and also agrees that the Millage vote shows that people are in favor of the Library System. Also explained their is a process, the County Administrator and his staff will work with Director Warwick on the budget then it's up to Director Warwick and members of the Library staff to meet with him then bring to Library board for approval. Looking at the memo from Director Warwick, Member Fernandez didn't get to excited because it is a preliminary decision this is not official and is not prepared today to talk about any possible cuts or additional if any, we're in process. This is not being done just with the Library it's being done with all departments and learn to roll with the punches and deal with it. We'll know better by the next regular board meeting where we have to cut, if we have to cut. Member Clement noted she agrees with the process and we follow the guideline that were stated then react.

III. CITIZENS' COMMENTS:

County Commissioner Juanita Gittings introduced herself and County Commissioner Pat Anger (Liaison for the Library). Commissioner Gittings explained that the Board of Commissioners have not had their budget workshop and will have it November 9th, and the Library's timing is appropriate. County departments that have concerns or questions it is important to get it to the Board of Commissioners before their first workshop. The concern that came up this year is the County re-instituted the cost allocation process, which the County hasn't utilized for a couple years. Our accountant has said it's good business practice to have the cost allocation process. Also noted it is pretty clear that this Board of

Commissioners fully supported the Millage efforts and we need to have a good working relationship and thinks if the Library Board does their work and look at the impact and show alternatives and submit to the Board of Commissioners. Also noted that folks should know that there is an executive order which we will not know until after the elections, the impact on St. Clair County Government is \$3.4 million that is line items, this will be a very difficult time for everybody (townships receive revenue sharing) this will be a county thing but build's on its self. Regardless of what our budget is this week we may all have to adjust again to a cut in terms of State revenue sharing and we won't know that until the 12th of November, if there is revenue sharing issued frankly St. Clair County will be in much better shape then some counties, we have put some money aside to soften the blow. Commissioner Gittings also noted absolutely no transfer of funds from the Library to the Road Commission. The County Central Administration (personnel, payroll, accounting) provides services to the Library as a department and is charged a cost allocation. This hasn't been done in the pass few years; because the general fund has been in such wonderful and growing, our auditors said no we should be doing it being it is a better way of doing business. We should know how much it cost to do the paycheck for everybody per departments (this was done this year). We can bet on this happening that we are going to loose if not the 3.4 million but something close to it. (Cost allocation is a cost of doing busy with you). County Administrator Service Director, Joe Bixler also explained that buildings are a major cost allocation; this also makes it easier to put in a figure for a grant. Chairperson Nowland noted he has no problem with cost allocation and thanked everyone noted said we're on the right track.

Library Acquisition Clerk, Maura Gostinger asked that she thought that the 3 million dollar cut was vetoed what's going to be the determining factor on rather this passes or not. County Commissioner Pat Anger explained that the Executive order that was originally written was vetoed by both the Senate and House but after the vote on November 5th and if all four proposals go through he the Governor has said he will raise another Executive order that again will still have to go through the Senate and House Appropriation Committee and again another veto is needed to happen again. Commissioner Pat Anger has talked to our people and they are not on these committees and also we don't have any legislator on these committees! Working on an email campaign to who this is affecting. The Library will not be charged twice (cost allocation will be pulled from the County budget, the Millage budget can not be touched. Commissioner Gittings noted that the Library is more solid compared to other departments. Commissioner Anger noted that Administrator Troy Feltman has said to the Commissioners the last year and a half, Don't Count On It! We need to start to look for grants and foundations that can run some of our entities of the County. There are foundations out there that have money. Member Fernandez noted the board has already talked about putting together the budget which includes the \$378,000 not a dime has been taken away from this figure but now that Director Warwick has tentative notice he'll have to again sharpen the pencil if all or part or none of it, in the future everybody needs to look at budgets as tentative budgets. Things change good and bad so by go with that attitude (everything is tentative today) then

you're not surprised if something happens down the line. Director Warwick has contacted all of the board members and we'll have a plan in place when they meet in a week or two. The Board's job is to adopt a plan with the money that's there then we'll go from there. Director Warwick asked if there were any other questions. Commissioner Anger noted that their jobs are not to come over and micro managed the Library. Library Acquisition Clerk, Maura Gostinger asked would any of the proposed cuts affect the standard of service or the standard of technology? Committee Anger noted maybe a fee for service this could perhaps be down the road but it's up to the Library Board. Member Moran noted she certainly wouldn't want to reduce the quality of service to the patrons they are the ones that were so enthusiastic in renewing the Millage and when we meet to work on the budget we will take this into consideration. County Administrator Service Director Joe Bixler notes that this has to be true of any department and really why were in business is the service we provide. Assistant Branch Librarian, Anita Jackson said she thinks for some of us its staffing concerns it certainly will be circulation, we're under staffed. Joe Bixler mentioned to support this there are other departments that are in the same position not just the Library, we're growing! Chairperson Nowland explained were at this point now and we are nowhere near this kind of thought process to having to do anything like that! Member Fernandez noted personnel would be at the very bottom of his list and is getting that from others. As far as we would be looking at would be every line item but that, we know that your vital to the organization and that Director Warwick has mentioned that staff is everything to him and we would be looking at other line items other then that. Branch Librarian, Linda Aguinaga asked not eliminating more staff but will they fill the openings that exist right now or will they be looked at by the board? Chairperson Nowland said they'd be looking at those as they go over the budget at the workshop to see where exacting we are and what we expect. We do have a couple openings and we need to evaluate every opening and there might be some that we won't be able to fill. We will also have to set priorities down the road, noted his priority is that he wants to see two people at each branch.

- IV. ADJOURNMENT: Moved by Vice-Chairperson Moran and supported by Member Burch to adjourn meeting. Motion unanimously carried. Adjourned at 3:00 p.m.

Respectfully Submitted:

Dr. Fred L. Nowland, Chairperson
Director/Secretary

James F. Warwick,