

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 16, 2003
210 McMorran Boulevard, Port Huron, St. Clair County Main Library

PRESENT: BOARD MEMBERS: Randy Fernandez, Lynn Moran, Helen Praet and Peter Vernier. DIRECTOR: James Warwick.

ABSENT: Lori Vinckier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Adult Services Coordinator, Allison Arnold; Assistant Library Director, Stanley Arnett II; Branch Coordinator, Peggy Guoin; Branch Librarian, Kaye Ray; Children Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant; Jerilyn Brown and Gretchen Krug

Chairperson Fernandez welcomed new board member Lori Vinckier and congratulated Helen Praet for her re-appointment as a member.

- I. CALL TO ORDER AND ATTENDANCE BY Chairperson Fernandez at 6:30p.m. All members present except Member Vinckier.
- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the amended Agenda to include the following items, (e) The Plan and (f) Employee Travel under New Business. Motion unanimously carried.
- III. CITIZENS' COMMENTS:
None
- IV. APPROVAL OF MINUTES: Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the August 19, 2003 Regular Meeting Minutes. Motion unanimously carried.
- V. FINANCIAL REPORT:
 - a) Approval and Ratification of Bills.
Moved by Member Vernier and supported by Vice-Chairperson Moran to accept the Regular invoices for August 2003, totaling \$13,730.24 not to include invoice for State of Michigan in the amount of \$290.00 (jail inspection) and to accept the Millage invoices for August 2003, totaling \$96,207.07 not to include invoice for Lakeshore Legal Aid in the amount of \$8,907.00 (legal services). Motion unanimously carried. Invoices over \$10,000 are discussed in Director report.
 - b) Acceptance of Financial Report.
Director Warwick explained in detail both revenue and expenses at the current year status. Chairperson Fernandez asked that the minutes show that the Library talked with Bob Kempf and that his assistant Kerry Hepting came to the Library at no charge and reviewed the reporting aspects of the payroll finances and we understand the mechanisms of proper reports. The Financial Committee meets at 6:00 p.m. prior to each board meeting, public is welcome. Moved by Member Vernier and supported by Member Praet to accept the August 2003 Financial Reports as information only. Motion unanimously carried.
- VI. COMMUNICATIONS:
 - a) Library Director's Report.
Director Warwick noted the Library has asked for \$5,000 from the Friends of the Library for Library bags and they have advised him that this might be the last time for purchasing these because of their fund status and that the Friends feel fund raising efforts for the endowment funds is more important and would like to put their efforts into this. Waiting

for a response from Randy Maiers from the Community Foundation of St. Clair County to attend the Friends Combined meeting, October 28, 2003 7:00 p.m. located at the Marysville Branch to discuss the agreement. Would like to meet with Helen Praet and Lynn Moran to start working on personnel policies (currently addressing documents to be discussed). Chairperson Fernandez asked if the County or Library was coming up as a whole for planning for future black outs? Director Warwick noted currently it is being discussed (waiting for guidelines from the County but are working on library issues). Member Vernier asked does the State consider the Library as an essential service? Director Warwick will check into. Chairperson Fernandez noted the Library Board appreciates the staff reports. Member Praet noted the Algonac-Clay Library Board is not happy with the decision that the Library Board made last month about the two hour limit on computers and that they would also like to have members present for discussion by the County Library Board on this issue. Member Praet noted because they have a computer lab maybe there is something they can reconsider? Vice-Chairperson Moran agreed to re-look at it. Director Warwick explained they have gone over this issue three times and explained we have to have uniformity across the system and noted this was a unanimous decision at the system's meeting. Chairperson Fernandez explained rules can be broken but they were set up for a reason, but on one side you do need uniformity and the other side there seems to be a special need (Algonac-Clay), but does the special need at Algonac out way the system as a whole? Director Warwick will send a letter to all branches inviting anyone who would like to discuss this further including inviting Algonac-Clay Library Board to a Library Board meeting.

- b) Department and/or Committees.
- c) Thank you notices:
 - Blue Water Center for Independent Living

VII. OLD BUSINESS:

- a) 2004 Budget.

Director Warwick explained the budget is going through committee review after committee review, will then be reviewed by the County Administrator then presented to the County Commissioners the first week in December. Chairperson Fernandez explained it would be another tight budget year for the County and also noted Director Warwick is on the County's Budget Committee and noted this is the time for us to make a phone call to the commissioners and or attend their meetings regarding the budget.
- b) Agreement with Community Foundation of St. Clair County.

Moved by Member Vernier and supported by Vice-Chairperson Moran to approved to sign the Agreement with Community Foundation of St. Clair County to form the St. Clair County Library Fund within the Community Foundation. Motion unanimously carried.

VIII. NEW BUSINESS:

- a) Discussion on Goal setting for Board.

Chairperson Fernandez noted he received calls from County Commissioners thanking them for extending a hand. Basically will schedule a meeting and invite County Administrator, Troy Feltman, County Commissioners and Library Board members to lay out what the goals will be for the next year or two. Director Warwick asked the Board to send him their goals by October 3rd and at the next board meeting will prioritize these goals including administrative team goals.
- b) Approval to purchase a commemorative Book for Betty Clement.

Moved by Member Vernier and supported by Vice-Chairperson Moran to purchase a commemorative Book (allocated amount of \$50.00) to be placed in the Yale Branch for Betty Clement term of service on the Library Board. Motion unanimously carried.
- c) Schedule for Year 2004 meeting dates and locations.

Moved by Member Vernier and supported by Vice-Chairperson Moran to approve the proposed schedule for Year 2004 meeting dates and locations. Motion unanimously carried.

- d) Branch Expansion (Ft. Gratiot & Lakeport).
 Director Warwick noted he has been in contact with Ft. Gratiot Township Supervisor, Madelyn McCarthy who said they have a site but would not be looking at anything in terms of a Branch until 2005/2006.
 Spoke with Don Sheldon of Lakeport, gave him the schedule for the Budget Committee process of the County also advised him Troy Feltman would be the person to speak to. Member Vernier asked if there was a process in setting up a new branch. Director Warwick said no. Branch Coordinator Peggy Guoin will begin to start a process for setting up a new branch.
- e) The Plan.
 Director Warwick explained this document “The Plan” was received late last night and was presented to the budget committee and was tabled. Asked the Board to review and that he’ll talk to John Parsons at the Health Department. Chairperson Fernandez asked Director Warwick to keep the board up to date on this issue.
- f) Employee Travel.
 Moved by Member Praet and supported by Member Vernier to approve one employee to attend the CODI conference including meals/travel expenses not to exceed \$1,000 and employee to provide the Board a one-page summary. Motion unanimously carried.
- g) Board Member Reports.
 Member Praet – Marysville held an antique appraisal on Monday, September 8th, and 29 people attended, program went very well. Marysville is hosting an Annual Open House September 29th from 6:00 p.m. to 8:00 p.m. featuring Branch Manager Vickie Hurley and her American Girl Doll Collection Presentation at 7:00 p.m. St. Clair Branch is beginning their Lapsit program on the 1st and 3rd Monday at 10:30 a.m. Kids Creations will be held Wednesday evenings, and Story time on Friday at 10:30 a.m. Program Legal Aid for St. Clair Senior’s is scheduled for September 19th 1:00 p.m. to 4:00 p.m. and Algonac-Clay Branch is having the same program. St. Clair’s first Thursday’s program is sponsored by the Friends and will start in October. G. Lynn Campbell is holding their first meeting on Wednesday at 7:00 p.m. to establish a Friends Group. Kids Creations at G. Lynn Campbell is every other Wednesday at 3:30 p.m. and there is always a waiting list. Teen Read Week system-wide will start in October; at G. Lynn Campbell they have a very active teen group. Sparlingville Elementary School visits once/twice a month at the G. Lynn Campbell Branch. History:G. Lynn Campbell was named after Mr. Campbell because he provided the funds to start the Branch.
 Member Vernier – None
 Vice-Chairperson Moran – Memphis Branch is having computer problems (getting on site, maybe from upgrade). Things are going really well at Memphis. Friends have contributed a lot to their summer festival in Memphis. The Friends Group had a raffle, book sale, bake sale, games and clowns that made balloons also passed out material regarding the Branch. Memphis Friends Group raised over \$1,000 their also getting ready to paint the inside of the Branch in October (looking for volunteers to take books down). Branch Coordinator’s Peggy Guoin’s husband John Pettinato has volunteered to paint a mural on the back of the Branch (famous characters from famous stories, famous Americans). Starting a Yoga class in October, their teen program is taking off as well. Children’s programs are always well attended. Capac Branch is also experiencing computer problems. The Hispanic program has gone very well and would like to do it again next year it was well attended and children were excited about the program. Capac’s circulation was up 14% and has four new employees all seem to be working out well.
 Chairperson Fernandez – Commissioner Anger called and notified him that Lori Vinckier who serves on many boards has been appointed to the Library Board. She is not here tonight due to a prior commitment and apologizes. She’ll be a nice addition to the board. Has spent time with Randy Maier’s at the Community Foundation to bring the agreement to a conclusion. Chairperson Fernandez expressed his appreciation for his time serving as Chairperson.

- h) Election of Library Board Officers.
Director Warwick asked for nominations for Chairperson. 1st nomination: Member Lynn Moran nominated Member Randy Fernandez for Chairperson. 2nd nomination: Member Peter Vernier nominated Member Lynn Moran for Chairperson. Member Lynn Moran declined nomination for Chairperson. Vote taken for Member Randy Fernandez to be elected as Chairperson. All in Favor, Yes. Motion unanimously carried. Director Warwick asked for nominations for Vice-Chairperson. 1st nomination: Member Peter Vernier nominated Member Lynn Moran for Vice-Chairperson. Director Warwick asked second time for a nomination for Vice-Chairperson, hearing none. Nomination closed. Member Peter Vernier made a motion for a unanimous decision for Member Lynn Moran as Vice-Chairperson. All in Favor, Yes. Motion unanimously carried. Director Warwick turned meeting over to re-elected Chairperson Fernandez.

NEXT REGULAR MEETING DATE. Tuesday, October 21, 2003 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorrان Boulevard, Port Huron.

- IX. ADJOURNMENT: Moved by Member Praet and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 8:00 p.m.

Respectfully Submitted:

Randall S. Fernandez, Chairperson

James F. Warwick, Director/Secretary