

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 21, 2004  
210 McMorrان Blvd, Port Huron, Gilbert Wilcox Meeting Room

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

ABSENT: Lori Vinckier

ALSO PRESENT: Administrative Services Secretary, Kimberley Radatz; Assistant Library Director, Stanley Arnett II; Adult Services Coordinator, Allison Arnold; Assistant Branch Librarian, Anita Jackson; Branch Coordinator, Peggy Guoin; Children's Services Coordinator, Janet Rose; Library Assistant I, Kathleen Wheelihan; Technical Services Assistant, Jerilyn Brown; Brenda Arnold, Marilyn Cooper, Vernell Eppley, Gretchen Krug and Carolann Tremble.

- I. CALL TO ORDER AND ATTENDANCE BY Acting Chairperson Moran at 6:33 p.m. All members present except Member Vinckier. Acting Chairperson Moran introduced herself and acknowledged former Chairperson Randy Fernandez that he has retired from the board and stated he was a wonderful board member and chairman of our board and will be missed. Introduced and welcomed new board member Arnold Larson (Whitey) who replaced Randy Fernandez.

Member Larson noted it was nice to see everyone and he looks forward to meeting the staff at main and at the branches.

- II. APPROVAL OF AGENDA: Moved by Member Vernier and supported by Member Praet to accept the Agenda as amended to include under New Business: (e) Approval to purchase switches for Branches. Motion unanimously carried.

III. CITIZENS' COMMENTS:

Carolann Tremble, Burtchville Township on behalf of the Board of Trustee's would greatly appreciate expanded hours at the Lakeport Book Depository since their numbers have grown tremendously and also hoping to expand the physical building too in the future. Also noted their Friends group is growing and requested the name change of Lakeport Book Depository to Burtchville Township Library or Branch.

Marilyn Cooper, Lakeport noted that Lakeport Book Depository has a very active Friends group and they start a year ago and their meetings are very well attended. They have a tremendous Librarian Anita Jackson and volunteer Brenda Arnold. Currently the branch has 3 part-time days and would like to see the hours expanded. Librarian Anita Jackson has also increased patron use and too would like to see the name change also.

- IV. APPROVAL OF MINUTES: Moved by Member Praet and supported by Member Vernier to accept the August 17, 2004 Regular meeting minutes as presented. Motion unanimously carried.

V. FINANCIAL REPORT:

- a) Approval and Ratification of Bills.  
Invoices over \$10,000 were for AV material in the amount of \$16,177.55 (Procurement card purchases) and invoice for replacement computers in the amount \$41,335.00. Moved by Member Larson and supported by Member Vernier to accept the Regular invoices for August 2004 totaling \$51,588.65 and Millage invoices for August 2004 totaling \$46,227.60. Motion unanimously carried.

- b) Acceptance of Financial Report.  
Director Warwick explained expenses we're under and in Revenue we are above in Millage and Regular we have a nice amount in penal fines but still we are little under the budget here. Estimates \$51,000 over in revenue if everything comes in as projected by the end of year.  
Moved by Member Vernier and supported by Member Larson to accept the financial report. Motion unanimously carried.

VI. COMMUNICATIONS:

- a) Library Director's Report.  
Director Warwick has requested from Member Lori Vinckier a written resignation. Email to and from the County is not working. Also noted he is a member of the County's budget committee and stated it will be a difficult year to balance the budget with little increase in revenue. November 19<sup>th</sup> at The Voyageur located in St. Clair, the Friends of the St. Clair Branch will be having a fundraiser; the entire amount will be donated to the Endowment Fund. Acknowledged today as being Michael Deller's last day, Director of our Cooperative, The Library Network. Director Warwick also noted he is on the TLN's Planning committee for next years plan of service. Director Warwick noted he would like to start working on the Long Range Plan early next year. Director Warwick noted there hasn't been any movement regarding the IT Department.
- b) Department and/or Committees.
- c) Other  
Moved by Member Larson and supported by Member Praet to receive communications as informational purposes only. Motion unanimously carried.

VII. OLD BUSINESS:

- a) Annual Review and re-adopt By-Laws.  
Moved by Member Larson and supported by Member Vernier to re-adopt the Library By-Laws with the deletion of the title Executive (Article III Officers) and add text or other Library issues under (Article V Meeting Section 7.3). Motion unanimously carried.
- b) Library Director Evaluation.  
Acting Chairperson Moran thanked Director Warwick for his last year services and asked if there were any questions or concerns where he would like an executive session. Director Warwick stated no. Also asked if the board members would like to meet and discuss the Director's evaluation? No action needed.
- c) Detroit Edison Company Tax Assessment Appeal Letter.  
Received nothing new.
- d) Increase hours at Lakeport.  
Moved by Member Praet and supported by Acting Chairperson Moran to open the Lakeport Book Depository on Mondays from 4:00 until 7:00 (additional 3 hours). Motion unanimously carried. Acting Chairperson Moran congratulated the Branch for everyone doing such a wonderful job there.

VIII. NEW BUSINESS:

- a) Breton Group Study.  
Director Warwick explained the report said we need to go from the current building of 30,000 square feet to 85,000 square feet, how we get there is not addressed in this document it only states what is the needs assessment of the Library. Director Warwick noted this study would be part of the Long Range Plan. Director Warwick will discuss with staff and will report feed back to the Library Board then will present to the County Commissioners. No action taken.
- b) Requested name change – Lakeport Book Depository.  
Moved by Member Larson and supported by Member Vernier to change Lakeport Book Depository name to Burtchville Township Library. Motion unanimously carried. Director Warwick noted maintenance on the building and changes to their sign (sign to include Branch of the St. Clair County Library) is the Townships responsibility also no Internet cable will be installed. Director Warwick explained that fiber would cost about

\$20,000 per mile and also the branch does not have a secured environment, even if this occurred. Service level will remain the same.

- c) Christmas December 25<sup>th</sup> (Saturday) and New Years Day January 1<sup>st</sup> (Saturday) request to be closed.

Moved by Member Praet and supported by Member Vernier to approve to be closed on December 25<sup>th</sup> and January 1<sup>st</sup>. Motion unanimously carried.

- d) Schedule for Year 2005 meeting dates and locations.

Moved by Member Larson and supported by Member Vernier to approve the schedule for 2005 Library Board meeting dates and locations. Motion unanimously carried.

- e) Approval to purchase switches for branches.

Moved by Member Larson and supported by Member Vernier to approve the purchase of switches for the branches but not to exceed \$59,000 (Gates and Reed Grant will pay partial and the difference will be paid out of the budget). Motion unanimously carried.

- f) Board Member Reports.

Member Larson – Received an orientation packet from the Director. Plans on visiting the other facilities and have a tour of the main branch and hopefully meet most of the staff. Has work 30 years in public schools, Immediate School District and in 1994 retired and became the Executive Director of the Equal Opportunity Committee. He has always had involvement with education, improve people's lives and encourage people to improve their own lives. Looks forward to being involved.

Acting Chairperson Moran – Things are going well at Memphis and Capac. At Memphis things are starting to wind down from the Children's Reading Program but still continue to stay very busy with their activities. The grant that Memphis had applied for has been denied (improvements needed for the annex). A lift chair was donated and is being installed by one of the community members. Circulation is down a little bit in Memphis and they were also involved in the Memphis parade (theme Discover New trails).

Member Vernier – No report.

Member Praet – G. Lynn Campbell's Friends attended a Friends Foundation meeting at the St. Clair Branch last Friday and they are ready to help with foundation through the Library. Book scraping is starting again on Mondays from 12:00 until 4:00 and also had a very busy summer. Receiving phone calls from Sparlingville Elementary to have the classes go over to the Library. At the St. Clair Branch on the 1<sup>st</sup> Thursday, programs for the Friends begin in October. The Friends Group is sponsoring book and antique appraisal. The first Thursday the Friends are sponsoring a program where the State Police come in and talk about DNA testing (building of a skull). Other programs being scheduled: The Tweens for 9 to 12 year old girls, Learn to Knit and also a classic book club which will meet the fourth Wednesday in October. Marysville Library had their bat program yesterday and Branch Librarian Vickie Hurley will be attending a reference workshop. Marysville Friends Group is sponsoring on October 4<sup>th</sup> 6:00 to 8:00 Meet the Candidate.

- g) Election of Library Board Officers.

Director Warwick entertained a Motion for Chairperson of the Library Board. Member Moran nominated Member Vernier and supported by Member Larson. No other nominations. Motion unanimously carried.

Director Warwick entertained a Motion for Vice-Chairperson of the Library Board. Chairperson Vernier nominated Member Moran and supported by Member Praet. No other nominations. Motion unanimously carried.

NEXT MEETING DATE. Tuesday, October 19, 2004 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

IX. ADJOURNMENT: Moved by Member Praet and supported by Vice-Chairperson Moran to adjourn meeting. Motion unanimously carried. Adjourned at 7:50 p.m.

Respectfully Submitted:

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Peter J. Vernier, Chairperson

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James F. Warwick, Director/Secretary