

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 18, 2007
210 McMorrان Boulevard, Port Huron, St. Clair County Main Library, Gilbert Wilcox Meeting Room.

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

ABSENT: Member Vernier

ALSO PRESENT: Staff: Allison Arnold, Dale Kittendorf, Kimberley Radatz, and Janet Rose.
Others: Deborah Gangler, Gretchen Krug and Kathleen Wheelihan.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:32 p.m.

The Pledge of Allegiance was said

II. AMENDMENTS TO THE AGENDA:
No amendments.

III. APPROVAL OF AGENDA:
Moved by Member Vesper and supported by Member Moran to approve the Agenda as received.
Motion unanimously carried.

Department Head Report – Dale Kittendorf – Appropriate Library Use Policy.

Adult Services Coordinator Dale Kittendorf acknowledged the Policy Committee members, Janet Rose, Gary Kupper, Jim Warwick, Beth Sutton and himself. He explained this is the first time we have ever had this and is hoping this will help us address a lot of issues. The first few years this will be something to build on, there were a lot of issues to be address, some were touchy. Gary Fletcher reviewed and made a couple minor changes. His philosophy behind making this document was not necessary enforce it strictly/confidentially but to have a document when we actually need it. Once this document is approved we will schedule training. Dr. Mika will be attending the In-Service in December to provide staff training on this. Document discussed in detail.

IV. CITIZENS' COMMENTS:
None

V. APPROVAL OF MINUTES:
Moved by Member Moran and supported by Vice-Chairperson Praet to approve August 21, 2007 Regular meeting minutes. Motion unanimously carried. September 8, 2007 Board workshop minutes were tabled to October's meeting (additional time to review).

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Director Warwick noted the expenses were basic standard items.
Moved by Member Vesper and supported by Member Moran to approve the invoices for August 2007 totaling \$85,145.62. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted the Expenditure Summary was revised; a few accounts were separated out as requested at the last meeting. In terms of expenditures at 67% of the year we are 55% with our expenditures (under). We're doing fine in terms of expenditures and not doing bad in income (only \$34,000 away from the budget). Received more than what we expected in State Aid. Chairperson Larson explained he had a concern regarding the Branch reimbursements being sent in. Director Warwick will be sending a letter to the municipalities asking that they have them in by year end and on a timely basis.

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

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted if the board reports are turned in late they will not be included in the packet. Also noted in tonight's packet he included an email on MLA Executive Director's Update and Action Alert of the State Budget. He asked members to write their representative. He also sent a message to branch managers to spread the word. Director Warwick attended the TLN (The Library Network) meeting yesterday and volunteered to be an alternative chair but would not be attending the regular TLN board meeting (due to distance). There has been concern that a new committee has been formed called a Re-evaluation of Library Funding and Cooperative Support. The concern is there is no information or documentation on this committee and it was appointed by the State Librarian. They are going very fast with this and could be a total restructuring on how we get state aid and how cooperatives and libraries will be functioning. Chairperson Larson asked for an update on the parking lot gates. Director Warwick explained he was assigning this project to the new clerk in administration.

b) Department and or Committees.

c) Other.

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

VIII. OLD BUSINESS:

a) By-Laws – Day of Regular meetings (Change)

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve By-Laws reflecting the meeting date change effective January 1, 2008 from the 3rd Tuesday to the 4th Tuesday. Motion unanimously carried.

IX. NEW BUSINESS:

a) 2008 Budget.

Chairperson Larson explained tonight's action is a preliminary approval of the budget which authorizes Director Warwick to submit this to the County Board of Commissioners for their process for budgeting. He also noted that if there are significant changes this can be amended to the board of commissioners prior to December. Vice-Chairperson Praet questioned the estimates for 2008 revenue. Moved by Member Vesper and supported by Member Moran to approve the proposed 2008 Budget with the revenue of \$5,615,965.00 and proposed expenses for \$5,615,965.00. (3 ayes - Chairperson Larson, Member Moran and Member Vesper and 1 nay - Vice-Chairperson Praet). Motion carried.

- b) Appropriate Library Use Policy.
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Appropriate Library Use Policy as discussed and to be implemented February 2008. Motion unanimously carried.
- c) Building Repairs.
Chairperson Larson explained there are some safety and health concerns that need to be addressed and is asking if the Board of Commissioners could address in the 2008 budget year totally \$132,772.00. If the Library board supports this both he and Jim would attend the Board of Commissioners meeting. Director Warwick noted this could be revised and also noted this is part of a beginning of a process. We also need to start a dialog about the library's needs in terms of the million dollars in repairs and replacement that need to be done to this building and future space needs of this building. We will also be providing the board a copy of the Breton's Group Building Study of our space needs. Also what we really need to do as part of this is to establish a building committee to start working on some of these things including relocation of administration.
Moved by Member Moran and supported by Member Vesper to authorize Director Warwick to attend the Board of Commissioners meeting and present this information and long with the in depth building analysis and requesting their assistances to pay for part of the immediate health and safety issues and that the library is willing to commit up to \$50,000 of its fund reserve. Motion unanimously carried.
- d) Schedule for Year 2008 meeting dates and locations.
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the 2008 meeting date and location schedule. Motion unanimously carried.
- e) Board Member Reports.
Member Moran – Member Moran noted the City of Memphis has begun implementing the remainder of the remodeling of the community building (vinyl siding). Branch Manager Linda Aguinaga has space issues and asked if someone could go in and give them ideas to rearrange things. Director Warwick explained funds are not available but would be a combine project between the Friends and the local community (city). Chairperson Larson mentioned maybe Director Warwick, Allison Arnold or Peggy Guoin could sit down with the branches to discuss options of combined projects.
Member Vesper – Yale programs are going very well (Assistant Branch Librarian Sharon Henry is really trying to plan one per week. The City has approved a new roof and work should begin within a month, Richards Construction.
Vice-Chairperson Praet – St. Clair's 1st Thursday Series is "Old Book Appraisal". Also she is supposed to go Thursday to their Friends group meeting at 6:00 (waiting for response).
G. Lynn Campbell is busy and a class from Sparling Elementary will start soon. Regarding the new space they are not going to do anything until it's painted and has new carpet. Director Warwick explained we have not put anything in the 2008 budget for this branch because we don't see a lot of community involvement, friends group or expansion. Also noted he thinks they need a plan and develop this plan and they also need to work with their township and Friends group. Vice-Chairperson Praet complimented their book display at the front counter. Marysville's open house is scheduled for October 1st from 6:00 p.m. to 8:00p.m. Assistant Branch Librarian Tammy Williamson has taken over Lap sit. Jayme Tarzwell does story hour. Computer classes are full and have a waiting list.
Chairperson Larson – Combined Friends group meeting is scheduled for Saturday September 22nd starting at 9:00 a.m. he will be attending to represent the board.

f) Election of Library Board Officers.

Member Larson asked if there were any nominations for Chairperson. Member Moran nominated Member Larson for Chairperson and Member Praet supported. All in favor.

Chairperson Larson asked if there were any nominations for Vice-Chairperson. Member Moran nominated Member Praet for Vice-Chairperson and Member Vesper supported. All in favor.

Chairperson Larson noted he would not be going to Florida but would be missing the October meeting.

NEXT REGULAR MEETING DATE. Tuesday, October 16, 2007 at 6:30 p.m., located in the Gilbert Wilcox Meeting Room at the Main Library, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Moved by Vice-Chairperson Praet, meeting adjourned at 8:07 p.m.

Respectfully Submitted:

Helen M. Praet, Vice-Chairperson

James F. Warwick, Director/Secretary