

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 23, 2008
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,
Gilbert Wilcox Meeting Room.

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

ABSENT: None.

ALSO PRESENT: Library staff: Allison Arnold, Peggy Guoin, Anita Jackson, Barbara King,
Kimberley Radatz, Janet Rose and Faith Wormsbacher. Other: Brenda Arnold,
Jerilyn Brown and Kathleen Wheelihan.

Director Warwick gave a tour of the Main Branch.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:58 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:
No amendments.

III. APPROVAL OF AGENDA:
Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the agenda
as received. Motion unanimously carried.

Department Head Report – Tour of Main Branch. (Refer above).

IV. CITIZENS' COMMENTS:
Assistant Director Arnold noted Fred Harris shared various comments and will bring these
comments to administration.

V. APPROVAL OF MINUTES:
Moved by Member Moran and supported by Member Vesper to approve August 26, 2008
regular meeting minutes as amended, reflecting Director Warwick being absent and Assistant
Director Allison Arnold as being present. Motion unanimously carried.
Moved by Member Vesper and supported by Vice-Chairperson Praet to approve September
13, 2008 workshop notes. Motion unanimously carried.

VI. FINANCIAL REPORT:
a) Approval and Ratification of Bills.
Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the
invoices for August totaling \$127,146.20 as presented. Motion unanimously carried.
b) Acceptance of Financial Reports.
Director Warwick referred to his Director's report which had a detailed financial report.
Chairperson Larson explained as projected we expect \$14,000/\$15,000 less in revenue
and the expenditures are some what less than what we have for year to date. Property tax
is down \$50,000 and Director Warwick noted he placed half of this amount in delinquent
property tax. Penal fines for this month were one of the lowest this year.
Moved by Member Moran and supported by Member Vesper to receive and file August
2008 Financial Reports as presented. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick noted he attended the DSLRT meeting (Detroit Suburban Librarian Round Table); they had a speaker on Internet Policy. We will need to look at our policies and procedures a little closer as a result of this. He will be attending the TLN (The Library Network) meeting on October 6th. Our delivery cost will be going up; this figure is not available and feels we will need to absorb this cost in next year's budget. Phase II of the electrical has been done and we are now scheduling Phase III; on December 5th during In-Service Training the last phase of work will be complete.

b) Department and or Committee.

c) Other.

Chairperson Larson also noted another item of interest is that they are forecasting property tax revenue and for this coming year 2% but after that, flat for four years and we need to be concern about that for forecasting our revenue for the future because its 75% of our total revenue. Director Warwick also noted he sent out an email to staff regarding how position changes in the County won't affect library position (bidding process).

Moved by Vice-Chairperson Praet and supported by Member Moran to receive and file August 2008 communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

a) By-Laws – Adopt with Amendment.

Moved by Member Moran and supported by Member Vesper to approve the amended By-Laws reflecting the change that officers shall be limited to no more than five consecutive terms or fractional terms in each office instead of current three consecutive terms or fractional terms. Motion unanimously carried.

b) Director's Evaluation.

Chairperson Larson gave Director Warwick an opportunity to go into a closed session to discuss his evaluation. Director Warwick replied no. Chairperson Larson noted there were many areas where we have seen positive changes and in term of comments he felt they were self evident. He felt that the relationship with the library board is very positive. One thing that was suggested is that Director Warwick sends email updates. Also noted would like to see an increase in visibility not just from Director Warwick but also Assistant Director Allison Arnold and others and not just in a professional relationship but more in terms of a broad community. Also noted he attended a book discussion recently with Director Warwick as the presenter and noted he did an outstanding job. And would like to see Director Warwick schedule more time outside of his office to visit staff. This is important! In general the Board recognizes and appreciates Jim's administrative skills in managing the Library System and its staff.

Moved by Member Moran and supported by Member Soelter to received and file the Director's Evaluation as presented. Motion unanimously carried.

c) Director's Contract Renewal.

Chairperson Larson explained the Employment Agreement.

Moved by Vice-Chairperson Praet and supported by Member Moran to approve the Director's Contract Renewal as presented. Motion unanimously carried.

d) Horizon Upgrade.

Moved by Vice-Chairperson Praet and supported by Member Vesper to approve the Horizon Upgrade purchase for \$15,341. Motion unanimously carried.

IX. NEW BUSINESS:

a) 2009 Budget Approval.

Chairperson Larson explained there was an extended discussion on the proposed budget at the board workshop and staff took the recommendation to add \$150,000 (fund balance) to purchase compact shelving assuming that we will pay for it either in 2008 or 2009.

Moved by Member Soelter and supported by Member Vesper to recommend the budget presented by Director Warwick to the Board of Commissioners. Motion unanimously carried.

- b) Circulation Policy Approval.
 Moved by Member Moran and supported by Member Vesper to approve the Circulation Policy with the recommendations that the policy is approved to be effective January 1st and that it is on a three year renewal cycle that we would review the policy and that the appendixes are reviewed annually. Motion unanimously carried.
- c) CMEd, Information and Services LLC Contract Renewal.
 Moved by Vice-Chairperson Praet and supported by Member Moran to approve contract as presented. Motion unanimously carried.
- d) Schedule for Year 2009 Board meeting dates and locations.
 Moved by Member Moran and supported by Member Vesper to approve the Schedule for Year 2009 Board meeting dates and locations. Motion unanimously carried.
 Chairperson Larson made a stipulation that accommodations be made to hold these meetings in rooms and not in the center of the library.
- e) Staff In-Service Training Dates.
 Director Warwick explained the Staff In-Service training dates are April 24th (half day) and November 20th (full-day). Currently we do not have a parade date (requesting early closure); this will be added at a later date.
 Moved by Vice-Chairperson Praet and supported by Member Moran to approve April 24th (half day) and November 20th (full-day) as Staff In-Service training dates. Motion unanimously carried.
- f) Board Member Reports.
 Vice-Chairperson Praet – Noted she had a problem on how all of the computers at G. Lynn Campbell are jammed in one little area. Branch Librarian Anita Jackson noted it was due to the location of the data ports.
 Chairperson Larson – Noted Director Warwick did an excellent job at the book discussion and would like to see more of this and even offering services to groups and even if someone on the library staff would like to do a presentation this would be good to. Chairperson Larson also noted he would like to see information in the newsletter about how to access information at the library such as on line ordering. Dedicated a page about ways to utilize the library from your home or when you're in the Library and here's how you get it... Also if you would like more information to please talk to your branch librarian and they will help you. We're here to help you! This can be on different paper so this will stand out (textured). Chairperson Larson also noted they have talked about placing a bulletin in the newspaper and potentially a newsletter on the Library's Long Range Plan and the Initiatives. Need to get this out. Director Warwick noted he was thinking about doing a power point at the last meeting in October to the County Commissioners.
- g) Library Board Officers Election.
 Director Warwick asked if there were any nominations for Chairperson. Member Praet nominated Member Larson for Chairperson and Member Soelter supported. All in favor. Motion passed.

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

NEXT REGULAR MEETING DATE: Tuesday, October 28, 2008 at 6:30 p.m., located at the Main Library, 210 McMorrان Boulevard, City of Port Huron.

X. ADJOURNMENT: Meeting adjourned at 7:50 p.m. by Member Vesper.

Respectfully Submitted:

Arnold H. Larson, Chairperson

James F. Warwick, Director/Secretary