

ST. CLAIR COUNTY LIBRARY BOARD OF TRUSTEES ANNUAL MEETING MINUTES

TIME & PLACE: 6:30 p.m. Tuesday, September 22, 2009  
210 McMorrان Boulevard, City of Port Huron, St. Clair County Main Library,  
Gilbert Wilcox Meeting Room.

PRESENT: BOARD MEMBERS: Arnold Larson, Helen Praet, Janna Soelter and Kathleen  
Wheelihan. DIRECTOR: James Warwick.

ABSENT: Lisa Vesper

ALSO PRESENT: Staff: Allison Arnold, Anne Marie Bedard, Kimberley Radatz and Faith  
Wormsbacher. OTHER: Jerilyn Brown.

I. CALL TO ORDER AND ATTENDANCE BY Chairperson Larson at 6:33 p.m.

The Pledge of Allegiance was said.

II. AMENDMENTS TO THE AGENDA:

Director Warwick asked if the Board wanted to schedule a workshop to do the initiatives for 2010 or discuss at December's meeting. Decision was to discuss at December's meeting. Vice-Chairperson Praet asked that discussion on branch computers be added.

III. APPROVAL OF AGENDA:

Moved by Member Soelter and supported by Member Wheelihan to approve the agenda as amended to include discussion on branch computers. Motion unanimously carried.

Department Head Report – Anne Marie Bedard – MeLCat.

Assistant Library Director Arnold gave a demonstration on logging into the system as a wireless user. Wireless became operational September 1<sup>st</sup>.

Librarian Anne Marie Bedard gave a detailed presentation as a patron user using MeLCat. MeLCat is a statewide catalog and resource sharing materials among libraries in Michigan.

IV. CITIZENS' COMMENTS:

Jerilyn Brown employee for St. Clair County and the President of AFSCME Local 1089 who represents the library workers explained that the Union does not and has not opposed evaluations being done the glitch is here in the library is that they want to have unionized individuals evaluate unionized individuals and that can't happen. Evaluations can be done but not by these individuals. Health and Court Departments do evaluate and the Library can contact these departments to see how this is done.

V. APPROVAL OF MINUTES:

Moved by Vice-Chairperson Praet and supported by Member Soelter to approve August 25, 2009 regular meeting minutes as received. Motion unanimously carried.

VI. FINANCIAL REPORT:

a) Approval and Ratification of Bills.

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve invoices for August 2009 totaling \$97,660.70 as received. Motion unanimously carried.

b) Acceptance of Financial Reports.

Director Warwick noted we are under in revenue by \$564,000 however we still have (4) four months to collect. We do have challenges in terms of revenue! In expenditures, local unit is way under which is normal, sometimes these invoices are not turned in until May.

Tax Tribunal there's \$265,000 in the 2009 budget and we will spend about \$144,000 of it (remainder of the settlement). We may be under by \$480,000 but when you subtract \$306,000 (estimated amount under at year end) it's going to be close. Also noted we are under in salaries (Admin position was not filled). Director Warwick noted he thinks we will be in the positive. Chairperson Larson noted things are tight and going to be tight for the next 2/3 years. Director Warwick not alarmed.

Moved by Member Wheelihan and supported by Vice-Chairperson Praet to receive and file August 2009 Financial Reports as received. Motion unanimously carried.

VII. COMMUNICATIONS:

a) Library Director's Report.

Director Warwick and Assistant Director Arnold attended a Millage seminar today. Noted there were optimistic signs in the things that were said. We have done strategic planning. We have a Long Range Plan and we do initiatives on an annual basis that we can show the public that we have been making improvements as we have been going on. Also we have a very clear mission statement! We need to include in the campaign message that their local units have vested in their communities that they think that their libraries are important. Regarding the survey provided by the County we should get the cross tasks to see how different groups voted. The 79% score in the survey should be mentioned in our campaign it validates the library is important. The increase in teen use is a positive factor. Director Warwick noted his concerns were that we need a strong committee. We don't need just a chairperson. Also get people who are willing to spend time to go over the presentation and give us advice to give endorsements and money for our campaign. We need to get the voters out, library supporters! Ms. Arnold also noted marketing is huge for Millages. Chairperson Larson noted we need to know who our key supporters are and utilize them and encourage them to do an outreach within their respective communities and families. We need to get a chairperson selected then from that chairperson we begin to identify a committee which could include members of the board. However a board member should not be chair of this committee. Director Warwick noted it's ok if we have a committee and not a chair. Please contact Director Warwick if they're aware of anyone interested. Chairperson Larson noted hopefully before the next meeting we can have a number of names submitted to Director Warwick and get this process started. Director Warwick noted the publicity and web committee are some what connected but don't have to be total connected. Web committee members are staff. Question came up regarding the accuracy of Unique Managements numbers on the August Facility Use Report. Ms. Arnold will check on Unique Managements August 2009 numbers and will email board members with a response.

b) Department and or Committee.

c) Other.

Moved by Vice-Chairperson Praet and supported by Member Soelter to receive and file Communications as received. Motion unanimously carried.

VIII. OLD BUSINESS:

None.

IX. NEW BUSINESS:

a) Lynn Moran – Recognition.

Moved by Vice-Chairperson Praet and supported by Member Wheelihan to approve Director Warwick to purchase library material in recognition of Lynn Moran’s service in the amount of \$50.00 to \$100.00 and to be placed at the Memphis Branch. Director Warwick noted we’ll contact Ms. Moran to see what material she would like and also will send a letter to her letting her know what material was purchased and where they are placed. Motion unanimously carried.

b) Publicity Committee.

Chairperson Larson explained the committee would review the marketing plan and the way we disseminate publicity throughout the community. Chairperson Larson asked if any members were interested in being on the committee. Vice-Chairperson Praet and Member Wheelihan both showed interest.

Moved by Member Soelter and supported by Chairperson Larson to appoint Vice-Chairperson Praet and Member Wheelihan to the Publicity Committee. Motion unanimously carried.

Director Warwick will be contacting them first to sit down with both Ms. Arnold and him to discuss where they want to go with this. Chairperson Larson noted hopefully after a couple meetings they’ll identify goals and objectives and maybe a timeline and report back to the board on where their going and then when they complete their activity they will report to the board.

c) Millage Resolution.

Chairperson Larson noted the board’s packet included a request to the County Board of Commissioners to hold a Millage election renewal and the actual Millage language.

**St. Clair County Library System**

**Resolution Requesting to Approve 2010 Millage Renewal**

At the regular meeting of the St. Clair County Library Board held at the Main Branch Library at 210 McMorrان Blvd., Port Huron, Michigan 48060 on the 22<sup>th</sup> Day of September, 2009 at 6:30 p.m.,

Present:

Members \_\_\_\_\_  
\_\_\_\_\_

Absent:

Members \_\_\_\_\_  
\_\_\_\_\_

The following Resolution was moved by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_:

WHEREAS, in the 2006 election the voters of St. Clair County, Michigan, approved to levy a county-wide property tax in the amount of .7 mills for a period of four (4) years to provide libraries in St. Clair County with services to the citizens of the County including patron education on use of technology, data bases for informational use at home and in the library, wireless access at all our facilities, a collection of library materials including new recorded book titles, six (6) day per week delivery service for improved access to system and out of system library materials, branch hours of operation including full day Saturday service at all our facilities, periodical collections, staff training and expanded free programs to all our patrons, and

WHEREAS, our partners in the City of Algonac and Clay Township, Burtchville Township, Ira Township, Kimball Township, Village of Capac, City of Marine City, City of Marysville, City of Memphis, City of St. Clair, and the City of Yale have been funding local branch facilities’ costs, the 2010 Budget Proposal will reduce the city, village and township expenses with the library to continue the reimbursing the municipalities for operating expenses thus sharing expenses with all county taxpayers, and

WHEREAS, the County Library System will continue our excellence in service by offering an automated library system with resource location available from home through the library's web site; a Summer Reading Program to enhance reading abilities of all participating students; authenticated data bases available from home; a variety of children's and adult programs; Federal and State government documents; computers for patron use for work, study and entertainment purposes with the capability to do research, job searching and have Internet access at no cost in a state which has economic difficulties; reference service; toll free phone service; computer labs for group training purposes; a varied collection of fiction and nonfiction titles for use by children, students, young adults and adults; a collection of videos both for educational and entertainment purposes; books on tape and CD; music CD's; collections of local history; a collection of reference materials to meet the educational needs of our community; a collection of periodicals and newspapers for use in our libraries and at home; a safe haven for young and old; support and house the St. Clair County Library Literacy Project; is designated as the County Law Library, and

WHEREAS, The St. Clair County Library System serves special populations by providing the National Library Service for the Blind & Physically Handicapped talking books, to eligible patrons. Collections provided by the St. Clair County Library include: large print books, descriptive videos and adaptive technology, and

WHEREAS, The St. Clair County Library System recognizes that revenues have declined due to declining penal fine collection amounts, reduced State Aid funding, no County appropriations, County cost allocation increases, the elimination of the single business tax, and

WHEREAS, The St. Clair County Library System recognizes that expenses have increased and that public libraries have experienced financial hardships,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the proposition attached be submitted to the County Board of Commissioners with the recommendation that the voters of St. Clair County be provided the opportunity to express their wishes in relation to the future of St. Clair County Library Services.
2. That the proposition attached hereto as Exhibit A shall be submitted to the voters on the Primary Election date of August 3, 2010.
3. That the Library Director and staff are hereby authorized to take all other actions necessary or desirable in connection with said election.

YES VOTES:

Members \_\_\_\_\_  
\_\_\_\_\_

NO VOTES:

Members \_\_\_\_\_  
\_\_\_\_\_

Resolution declared adopted

Dated \_\_\_\_\_  
Chairperson – Library Board

**RENEWAL OF LIBRARY SYSTEM OPERATING MILLAGE**

Shall St. Clair County levy a Library System Operating Millage of .7 mills per year, constituting a renewal of a previously authorized millage of .7 mills, for a period of four (4) years, 2010 through 2013, generating estimated tax revenues for the first year the millage is authorized and levied of approximately \$4,597,000 to be used and disbursed for the sole purpose of providing operating funds for the St. Clair County Library System and branches in the Village of Capac, the Townships of Clay, Ira, and Kimball, and the Cities of Algonac, Marine City, Marysville, Memphis, Port Huron, St. Clair, and Yale?

Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the Millage Resolution as presented. Member Wheelihan noted information needs to be out prior to the absentee ballots. Director Warwick will be attending both Board of Commissioner's meetings. Motion unanimously carried.

- d) Change November Board meeting to the 3<sup>rd</sup> Tuesday.  
 Director Warwick asked if there was a concern with the December meeting date. There was no concern with date.  
 Moved by Member Wheelihan and supported by Member Soelter to change November's board meeting date from November 24<sup>th</sup> to the 3<sup>rd</sup> Tuesday November 17<sup>th</sup>. Motion unanimously carried.
- e) Staff In-Service 2010 dates.  
 Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the Staff In-Service 2010 dates – April 23<sup>rd</sup> (half day) and October 15<sup>th</sup> (full day). Motion unanimously carried.
- f) Schedule for Year 2010 Board meeting dates and locations.  
 Moved by Member Soelter and supported by Member Wheelihan to approve the schedule for Year 2010 Board meeting dates and locations as amended changing December 28<sup>th</sup> to December 21<sup>st</sup>. Motion unanimously carried.
- g) Electronic Resources/Internet Use Policy – Review.  
 Moved by Member Soelter and supported by Vice-Chairperson Praet to approve the Electronic Resources/Internet Use Policy. Motion unanimously carried.
- h) Computer discussion.  
 Vice-Chairperson Praet explained since there is always a waiting list or people complaining there's not enough computer time, can we use the extra lap tops to rotate through the branches? Director Warwick explained there are no extra laptops (they're assigned to him self and Ms. Arnold. There is the mobile lab, but will be used for classes. Director Warwick asked if the board would like for him to increase computer classes. Chairperson Larson noted we're getting late in the year however next year we will have more classes available. Vice-Chairperson Praet asked if we are going to purchase more computers for the branches. Director Warwick said not likely as he really would like to wait to see how the wireless works out. If this works it will save on licenses, furniture etc. Chairperson Larson noted Vice-Chairperson Praet brings up a good point. He also ask that staff monitor the peak use and also the impact in having more computers and also wireless for the next (6) six months or so. Then next June when we have the workshop and see where we are financially, if there's a need go ahead and order some more or do what ever we need to do.
- i) Board Member Reports.  
 Member Soelter – Meeting is scheduled for Thursday at 4:30 p.m. to go over the plans for Marine City's new addition.  
 Member Wheelihan – Memphis Branch Librarian Lori Herrington is pleased with their circulation stats increase by 15.64% for August. Their 3<sup>rd</sup> bid (final) was due today for their remodeling project. They are also weeding for consolidation. Capac Branch had an increase of 4% for circulation. Their open house was very successful with 77 people signing their guest book. This weekend is Capac's festival. Their book sale will be Sunday the same day as their festivals car show. Also this Saturday is the Third Annual Friends of the Library Fall Workshop.  
 Vice-Chairperson Praet – Marysville's programs are gangbusters! Fire Department came to the branch and they were packed with kids. Senior game day was great. They also received a popcorn machine donated by the Lion's Club. Teen game day is every other Thursday in their meeting room all computers were freed up during this time. 32 people showed up on Saturday for Breakfast with Dad. Over 40 people came to the Monday's blood drive. Next Saturday is a tea party and already 35 people signed up. Sign language classes are already booked and the meeting room for 2010 is half booked. She acknowledged Branch Librarian Mike Mercatante is doing a fantastic job. Spoke with Branch Librarian Anita Jackson at G. Lynn Campbell.

The closing of the Sparlingville School has not affected them as of yet. Book sale is in October also the Visiting Nurse Association will be there in October for flu and pneumonia shots. St. Clair's Branch Librarian Julie Alef said they have already started the 24x27 addition and expect to be done by Halloween. Their Friends have donated the electrical and also the carpet and noted there are funds in next years budget for furniture which Ms. Alef was concerned there wasn't. First Thursday in October will be a Holocaust survivor who has published a book. Last Thursday was ladies night out, great turn out.

It was also noted the Times Herald publishes each library's schedule early in the week. Chairperson Larson – Barbara Warren is the possible replacement for Lisa Vesper. We received (9) nine RFP's for the possibilities of this building (addition etc.) they rate from ok to fantastic and prices go from ok to wow. Director Warwick and Ms. Arnold will also be reviewing the RFP's and when they get down to the final 2/3 they will maybe meet with the final (2) two and determine. We expect sometime by November we will have a decision. Chairperson Larson noted we may not have the money to do it but still thinks we need to have that thinking and know what the options are and when the money is available we'll have more guidance to make a final decision. This building is not big enough to deal with the demands we have.

j) Library Board Officers Election.

Meeting turned over to Director Warwick.

Director Warwick asked if there were any nominations for Chairperson. Member Praet nominated Member Larson for Chairperson and Member Soelter supported. Moved by Member Wheelihan to closed nominations. Nominations closed. All in favor. Motion passed.

Director Warwick asked if there were any nominations for Vice-Chairperson. Member Soelter nominated Member Praet for Vice-Chairperson and Member Wheelihan supported. Moved by Chairperson Larson to closed nominations. Nominations closed. All in favor. Motion passed.

Director Warwick closed the election.

NEXT REGULAR MEETING DATE: Tuesday, October 27, 2009 at 6:30 p.m., located at the Main Branch, 210 McMorran Boulevard, Port Huron.

X. ADJOURNMENT: Meeting adjourned at 7:50 p.m. by Vice-Chairperson Praet.

Respectfully Submitted:

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Arnold H. Larson, Chairperson

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James F. Warwick, Director/Secretary