

FINAL DRAFT

BRANCH DISTRICT LIBRARY
BOARD MINUTES
19 August 1991
4:30 PM

- PRESENT:** Orville Maxson, Richard Sharland, Bill Stewart, Claire Heinonen, Vivian Slisher, Tim Miller, Terry MacDonald, and Catherine Jansen, who filled in for Phyllis Rosenberg. Carol Brown arrived at 4:50 PM.
- ABSENT:**
- MINUTES:** A. Tim moved, Orville seconded, to approve the Minutes of the July 15, 1991 meeting. Approved unanimously.
- FINANCES:**
- A. A question was raised about the new millage payments. Payments will begin coming in sometime in December. (Taxes are due between December 1 and February 28th.) Millage revenues will go toward the 1992 Budget to avoid budget crunch at that time.
- B. Tim moved, Vivian seconded, to accept the Financial Statement for July 1991. Approved unanimously.
- C. Operating Expenses Chart noted.
- D. Correction on Voucher numbers, 2600 should read 2601. Claire moved, Vivian seconded, to pay Vouchers 2553 - 2601. Passed unanimously.
- E. Penal Fines - appear to be coming in at higher rates this year.
- F. Progress on saving County charges - no itemized breakdown yet for the \$ 30,000.00 charge for services. We will probably want to provide our own services for a cheaper rate. We will need to investigate further.
- OLD BUSINESS:** A. Advisory Boards: Bronson: Nothing to report, there was no meeting in July because of the Polish Festival. Coldwater: No report. Quincy: Pet Parade was held as part of the Summer Reading Program. The office renovations have been completed. Union City: Rhonda Galvin is the new clerk. A new sign

and freshly painted front have helped to spruce up the atmosphere.

- B. Millage passed in all the Branch sites except Algansee. We hope to analyze results in more detail as figures become available.
- C. Review of By-Laws: Bill presented a draft of revisions and suggested we go over these with the old By-Laws for a closer scrutiny. Suggestions will be entertained at a later meeting.
- D. Progress on Automation: Borrowers cards have arrived. Bar Coding labels are ordered. Automation should be implemented by the end of September. The library may close one or two days to get a quick head start on the process.

NEW BUSINESS:

- A. Complaint on Rolling Stone magazine: Catherine said Phyllis had met with the person raising the objection. Tim moved to table further discussion until the meeting in September, Vivian seconded. Passed unanimously. Carol suggested moving the magazine to the Adult section.
- B. Woodlands contract: Note that renewal is for six months. Tim moved, Carol seconded, to approve the renewal and grant Board President Sharland the authority to sign the contract. Passed unanimously.
- C. Letter to the Quincy Advisory Board: Allen is not a part of the District Library but can participate in services by surrendering their portion of Hillsdale County Penal Fines to the District Library. The previous procedure was changed due to requests by the auditors. Money will go to the District Library and a special account will be established. Money will then be dispensed as vouchers are turned in. Any funds not spent will be carried over. Tim moved to approve this letter, and grant Board President Sharland authority to sign it, Orville seconded. Passed unanimously. Tim moved to form a study group to review existing agreements such as Allen and Burlington townships. Claire seconded, motion passed unanimously.

INFORMATION ITEMS: Noted

- A. Friends: Tim suggested that Carol send Thank You notes to the four Friends groups.
- B. Trustee Workshop July 26: Phyllis will give a report at the September meeting.
- C. Greg Hager was wed August 17.
- D. Vivian announced she is finally a GreatGrandmother.

Adjourned, 5:41 PM

Submitted,
Claire Heinonen