

# FINAL DRAFT

BRANCH DISTRICT LIBRARY  
BOARD MINUTES  
16 DECEMBER 1991  
4:30 PM

Since we had selected Southern Michigan National Bank as our depository financial institution, we had Jaylen Johnson, S.M.N.B. Vice President & Cashier, to explain the Municipal Cash Management Account which he suggested we use. Tim moved, and Bill seconded, to adopt the Municipal Cash Management Account set up with S.M.N.B. Approved.

**PRESENT:** Richard Sharland, Bill Stewart, Vivian Slisher, Orville Maxson, Tim Miller, Carol Brown, Phyllis Rosenberg, Greg Hager, Catherine Jansen, Terry MacDonald, and Dick Smolinski

**ABSENT:** Claire Heinonen

**MINUTES:** A. Tim moved, Vivian seconded, to approve the Minutes of November 18, 1991. Approved.

**FINANCES:** A. Tim moved, Vivian seconded, to approve the Financial Statement for November 1991. Approved.

Greg asked to be moved up on the Agenda schedule regarding the Client Survey recommendations ( see attached ) Tim moved, Carol seconded, to accept the recommendations. Approved. Back to the agenda.

B. Operational Expenses Chart noted.

C. Tim moved, Orville seconded, to approve payment of Vouchers 2691 - 2729. Approved.

D. Penal Fines Chart noted.

E. County Reimbursement Committee, consisting of Bill, Orville, and Phyllis, met with John Dean. Tim moved, Vivian seconded, to pay the additional County charge of \$5,000.00 which they say we owe, and which will complete our obligation to the County. We are to submit a bill to the County for our incurred insurance cost of \$4,500.00. Approved.

**OLD BUSINESS:** A. Advisory Boards: Bronson: They are pleased with the painting which is being done in the library. Coldwater: Memorial Fund letter

already bearing fruit. Quincy: Questions on extended hours, etc. See attached statement from the Quincy Board. Union City: Status Quo.

- B. Budget recommendations made by Budget Committee of Tim, Carol, and Claire;
  - 1. Three year budget projection, including reserve, from Library staff by October 1, 1992.
  - 2. Revise 1992 budget by July 1, 1992.
  - 3. Review personnel positions by July 1, 1992. Tim moved, Orville seconded, to adopt the Draft Budget dated 12/10/91 subject to determination of Public Hearing requirement. Approved.
- C. Storage problem - pending
- D. Personnel Policy Task Force - pending
- E. Carol moved, Vivian seconded, to adopt the Flower Fund Policy excluding "Grandparents". See attached. Approved.
- F. Bill moved, Carol seconded, to adopt \$25,000.00 bond for Richard and Catherine at a cost of \$40.00 yearly, from Dean Insurance. Approved.
- G. Housekeeping/Leaving the County
  - 1. Memo with our intention to go independent, so as to get business done, was sent to County Department Heads 11/22/91.
  - 2. Tim moved, Orville seconded, to approve the B.D.L.S. 1992 Wage Scale ( see attached ) Approved. This will be in effect for new hires in 1992.
  - 3. Vivian moved, Orville seconded, to pay the bill for the Millage Election in the amount of \$8,319.56. Approved.
  - 4. S.M.N.B. will have our checks printed.
  - 5. Tim moved, Orville seconded, to adopt a resolution to the County Treasurer/ Board of County Commissioners to transfer funds. See attached. Approved by all members present.
  - 6. Tim moved, Vivian seconded, that the Branch District Library System Board request the County of Branch to continue to carry Phyllis Rosenberg's retirement plan with John Hancock until December 31, 1992, at which time she plans to retire. The Branch District Library System will

reimburse the County every four weeks for Mrs. Rosenberg's contribution as well as the County's contribution for 1992.  
Approved.

- H. Refund check from the Millage Election Committee was noted.
- I. Copies of the By-Laws with corrected board terms will be available at next month's meeting.

- NEW BUSINESS:**
- A. Greg's Client Survey Recommendations, see above.
  - B. Paper shredder - tabled.
  - C. Bill moved, Carol seconded, to purchase the AT&T phone system, terms 6 months the same as cash.
  - D. Phyllis plans January 13, 1992 as the target date to start the new hours.

- INFORMATION ITEMS:** Noted but not discussed due to the lateness of the meeting
- A. Friends:
  - B. Service Report for November

Tim left at 6:40 PM  
Orville moved, Carol seconded, to adjourn the meeting at 7:00 PM

Submitted,  
Carol Brown  
Secretary