

FINAL DRAFT 3/16/92

BRANCH DISTRICT LIBRARY
BOARD MINUTES
17 February 1992
4:00 PM

PRESENT: Richard Sharland, Tim Miller, Vivian Slisher, Jeanne Berg, Claire Heinonen, Carol Brown, Phyllis Rosenberg, Bill came in at 4:30. One member of the public

ABSENT:

AGENDA: A. Agenda approved

MINUTES: A. Tim moved, Vivian seconded, to table approval of December 30, 1991 minutes. Approved. Phyllis needs to bring Carol's handwritten minutes of 12/30/91 to the next meeting.
B. Tim moved, Claire seconded, to approve the January 20, 1992 minutes. Approved.

PUBLIC COMMENT: Meeting opened to Public Comments. None. Closed.

FINANCES: A. Financial Statement not enclosed. Tabled
B. Operational Expenses Chart tabled.
C. Bills for approval not enclosed. Vivian moved, Jeanne seconded, to give the Director authority to pay February bills within limits of the budget, subject to review and approval next month.
D. Penal Fines Chart not enclosed.

PENDING BUSINESS:

- A. Branch Liaisons:
1. Bronson - The Bronson Advisory Board welcomed new member Pat Chisholm in January. New officers were elected, President Karen Metzger, V.P. Leota Edgington, Secretary Pat Chisholm. The meeting time has been changed from 11 AM the 3rd. Thursday to 9:30 AM the 3rd. Thursday. New Library hours are: 10:30 AM to 5:00 PM on Tuesday, Wednesday, Thursday. 10:30 AM to 4:00 PM on Friday. 9:00 AM to 12:00 PM on Saturday
 2. Coldwater - No report

3. Quincy - Richard and Carol attended the January meeting at Quincy. Concerns are:
 - a. Service hours (on our agenda)
 - b. Holidays when Library is normally closed. District will send substitute over during said hours, if necessary.
 - c. Stebbins Donation: In order for any donation, to any of the Branches, to be claimed as a tax deduction or credit, it must go through the District books. A check can then be issued for that amount of donation to the intended branch.
4. Union - Clerk is off due to family illness and Linda is covering both positions.

B. Committee Reports:

1. Finance committee - No report
2. Personnel committee - Bill reported on grievance, holiday, and vacation procedures (see attached Branch District Library System Interim Grievance Procedure). The Board discussed these and decided that the Wage and Fringe Benefits County Policy will continue until we formulate our own. Bill recommends use of "staff recommends..." approach.
3. Building - No report

C. Quincy Branch Service:

Jeanne moved, Vivian seconded, to table until survey tabulation is studied and recommendations are made. Approved. Phyllis will contact Linda about use of holiday substitutes.

D. Directors Report:

1. Interviews for four applicants for the Third Librarian position have been scheduled for Thursday and Friday at 10:00 AM and 1;00 PM
2. Money is transferred from the County to District.
3. New hours, Branches' surveys pending.
4. Branch County Administration Charge of 2% for BDLs employees Blue Cross and Phyllis' John Hancock retirement. (see attached letter).
5. New At & T phone system installed.
6. Service report noted- up on everything.
7. New Board members should get their pictures taken. See Ellen Shoun.
8. Letter to Bernard Friend re. Minutes and Agenda has been sent to him.

9. Mailing charge tabled.

- NEW BUSINESS:**
- A. Orville Maxson, who had served on the very first Library Board, back in the 50's to the present, has left the Board. Phyllis will organize with the Friends, an Orville Maxson Appreciation Day.
 - B. Branch Affairs Committee tabled.
 - C. New "rate" for out of District borrowers tabled.
 - D. Pre-employment physicals relevancy is to be checked through Workmans Compensation carrier and whatever other sources.
 - E. Salaried employees decision tabled.
 - F. New signs tabled.
 - G. Reinstated payment for Beginning Workshops to Branch Librarians.
 - H. District contracts are to be given to our attorney.
 - I. Request our attorney to look at the agreement between Bronson Township and the City of Bronson to determine whether the District needs to sign a contract with both the City and Township in the future.

EXTENDED PUBLIC COMMENT:

No further public comments

INFORMATION ITEMS: Next meeting is March 16, 1992 at 4:00 PM

Meeting adjourned 6:10 PM.

Respectfully submitted,
Carol Brown
Secretary

Carol Brown
(2/26/92)