

FINAL DRAFT 4/22/92

BRANCH DISTRICT LIBRARY
BOARD MINUTES
16 March 1992
4:00 PM

PRESENT: Phyllis Rosenberg, Greg Hager, Jeanne Berg, Claire Heinonen, Viviam Slisher, Richard Sharland, Tim Miller (arrived at 4:07)

ABSENT: Carol Brown, Bill Stewart

AGENDA: A. Addition to agenda " response from Mike Nye " Vivian moved to accept the Agenda with additions, Jeanne seconded. Motion approved.

MINUTES: A. Jeanne moved, Vivian supported, to accept the Minutes of the December 30, 1991 meeting. Motion approved.
B. Phyllis wanted to add " if necessary" to page 2, item b, sixth line. Secondly, again on page 2 under item c, reword to read " a check can then be issued " Tim moved, Jeanne supported, to accept the Minutes of February 17, 1992 as corrected. Motion approved.

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

FINANCES: Penal Fines: unsure whether what was received in February (\$19,649.87) was actually for January or February. Explanation will hopefully come soon.

A. Tim moved, Vivian seconded, to accept the January Financial Statement. Motion approved. Tim moved, Jeanne seconded, to accept the February Financial Statement. Motion approved.

B. Operational Expenses Chart noted

C. Tim moved, Jeanne seconded, to approve February Vouchers # 2776-2828. Motion approved. Tim moved, Vivian seconded, to approve March Vouchers # 2829-2878. Motion approved.

D. Penal Fines: Jeanne requested clarification on the \$ 19,649.87 amount received in February... was it in fact the January or February payment? Phyllis will call the County Treasurer.

PENDING BUSINESS:

A. Branch Liaisons:

1. Bronson - The wall problem has been solved, the chimney is too large for the furnace. The Township will pay \$300.00 for plugging the chimney. See Vivians attached notes for details of other improvements.

2. Coldwater - (Greg reported for Tim) The flagpole is restored. The roof leak is still a concern, though it hasn't leaked since fall. Our intent was to make the City aware of the problem. The bird problem may require a chimney screen. Copier maintenance agreement adopted.

3. Quincy - Jane Baldwin reported in Carol's absence, concern was expressed over the cost of the copier maintenance.

4. Union City - Claire noted an article in the Union City Register Tribune dated February 20, 1992 where Phyllis met with Union Township board members at their last scheduled meeting to discuss possible grant monies for building new libraries and the options that could be considered regarding Burlington Township residents. Because so many Union City high school students are from Burlington, there is a real concern that services not be interrupted or become too costly.

B. Response from Mike Nye: Richard Sharland sent a letter to Mike Nye over the loss of reimbursable salary for our library director. Because of the transition to "District" library, the library lost approximately \$ 600.00. Mike Nye responded by letter expressing gratitude for our letter and for voicing our concern.

C. Committee Reports:

1. Finance committee - No report, will try to meet this month

2. Personnel committee - Salaried: Phyllis recommended that the jobs currently filled or held by Greg Hager, Elizabeth Rosenbloom, Catherine Jansen and Cathie Rodgers be made salaried. Tim moved, Vivian seconded, to adopt the recommendation. Motion approved.

Holidays: This year only, next year people will not be scheduled on holidays and the issue won't come up. Tim moved, Claire seconded, that the Board adopt the Easter holiday schedule as written by the Task Force " Easter Sunday - closed. Those scheduled for

that day will work their regular hours Monday thru Sat. Closed Good Friday 12 - 5 . Open Saturday of that weekend. Those scheduled for Saturday may take their full " jump day ". " Jeanne moved, Tim seconded, to adopt the 4th of July BDLs Personnel Committee recommendations, which are, " Switch Friday the 3rd off to Sat. the 4th, we will be open Friday and close Saturday, for this year only." Motion approved.

Vacation Time: Vacation time based on previous years earnings. Decision postponed until next month, when more Board members are present. Richard tabled.

3. Building - Already discussed the leak in the roof and the bird problem.

- D. Branch Affairs Committee:
Shall we establish this committee? Jeanne said we should talk directly to Branches. Tabled one month.
- E. New rate for " Out Of District " borrowers: In 1990 there were 504 non-District borrowers. We have been charging \$ 10.00, Phyllis proposes that the fee be raised to \$ 20.00 annually. (We presently are members of " MichiCard") Tim moved, Jeanne seconded, to raise fees to \$ 20.00 for Out Of District patrons. Motion approved. (This rate increase will affect the letter to Burlington Township)
- F. Signs: New signs are needed for " District " library, but not a pressing need at this time.
- G. Storage: (Greg Hager) Roosevelt Building may become available for storage. Ralph Schaffer is the building owner and Greg is trying to work something out. Perhaps a donation, etc. We need approximately a 2-car-garage capacity in the beginning and possibly more room in the future.
- H. Director's Report:
1. The new Librarian is hired and will arrive, hopefully, April 1st. Greg and Phyllis both found applicant to be their first choice.
2. Nothing is set yet on new hours.
3. Greg - Service Report; All circulated materials are up! An incredible jump of 372% in Video use since fees were eliminated

January 13th. Tim proposed we use these statistics as a press release.

4. Open House for Orville Maxson: Vivian suggested a " Thank You " note to the Friends for sponsoring the affair.

5. Pre-Employment Physicals: Employment can not be predicated on the physical, but can be used to note pre-existing conditions in cases of Workman's Compensation disputes. Phyllis does recommend that we do them after a person is hired.

6. Branch Contracts: Nothing is available yet.

7. Endowment Fund hand-out tabled so we can examine.

8. Automation: David Burns (February 27th) recommended that he wanted to cease work on the project, or if he continues, that no finish date be established and he would give no guarantee that the program would work. We have a written contract with both Dave and Karen. A meeting is scheduled next week to clear matters up. Please see attached note from Phyllis regarding his exact wording.

9. Letter to Burlington Township: Jeanne moved, Vivian seconded, to approve and send the letter, as written, to Burlington Township. Motion approved. See attached letter.

NEW BUSINESS: A. Woodlands Cooperative Membership: Willard is withdrawing as a major contributor in Woodlands. It will impact all future discounts, services, etc. Phyllis said we might also look at this transition and see if a similar move might be appropriate. Currently we pay \$ 15,000.00 a year for membership (state funding)

EXTENDED PUBLIC COMMENT:

Dick Smolinski expressed concern over full time/salaried vacation time and the pro-rated breakdowns. The definition of a " day " has changed. There are two separate issues involved: Part Time changed to Full Time or Full Time changed to Salaried. County policy is kept track of by " hour " but handled as " day ".

INFORMATION ITEMS: None

Meeting adjourned 6:16 PM.

Respectfully submitted,

Claire Heinonen
Secretary Pro Tem