

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES

JUNE 21, 1993

QUINCY TOWNSHIP LIBRARY

4:10 p.m.

**PRESENT:**

Richard Sharland, Jeanne Berg, Bill Stewart,  
Vivian Slisher and Dee Knapp.

**ABSENT:**

Carol Brown, Tim Miller, Martha Hamp.

**AGENDA:**

Vivian moved, Bill seconded, to accept the  
Agenda adding #2 under FINANCES: Approval  
of Vouchers and switching #1 & #2 under  
PENDING BUSINESS: Audit Report and Reports  
from central and branch liasions. Approved.

**MINUTES:**

Jeanne moved, Vivian seconded, to accept Board  
Minutes of May 17, 1993. Approved.

Jeanne moved, Bill seconded, to accept Special  
Board Minutes of May 24, 1993. Approved.

**BRIEF PUBLIC**

**COMMENTS:**

None.

**FINANCES:**

1. Dave Rumsey from Dart & Rumsey was present  
to discuss open payables. Dave will also  
add general ledger numbers to voucher reports  
in future.
2. Bill moved, Jeanne seconded, to approve pay-  
ment of Vouchers. Approved.

**PENDING  
BUSINESS:**

1. Audit Report.
  - a. Dave Rumsey went over draft of Audit  
Report. He discussed paragraph  
stating that a fixed asset report should  
be done as this was formerly done by the  
County. Appraisal of assets may be  
needed to determine values on equipment,  
furniture, etc. Dave also discussed  
handling of endowment fund, revenues,  
expenditures and FDIC insurance.

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Dave Rumsey stated that he will change Fund Balance sheet to show Capital Improvement Funds total as a separate designated line item.

Dave also listed several suggestions from Audit Report:

1. Need written committee minutes.
2. General Ledgers and Bank Reconciliations not maintained but should now be done.
3. Board should adopt a Conflict of Interest Policy.
4. Administrative Policy should be looked at and redone as library is no longer with the county.
5. Capital Outlay needs "criteria" developed and dollar limits set.

Richard asked, "What is a comfortable fund balance?" Dave stated that balance should reflect that library is providing services in a fiscally responsible way. Dave suggested increasing fund balance when possible to reflect possible changes in penal fines and economy in future.

Dave also suggested more detail in board minutes to reflect what was discussed and decided.

Richard also asked about Petty Cash funds in the branches. Dave does not recommend having Petty Cash funds as it leaves library open for questions. Would like to see a more formal structure or formal understanding in BDLS minutes regarding handling of branch monies.

2. Reports from central and branch liasions:

- a. Coldwater: Board has not met.
- b. Bronson: Board has not met.

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- c. Quincy: Linda Johnson welcomed Board to the Quincy branch. Jane Baldwin discussed the Resolution from the Quincy Township Board giving the Quincy Branch Advisory Board authority to collect, hold, and/or disburse local government appropriations and all gift and memorial funds collected by said library. (Copy of Resolution is attached.)

Jane and Linda also discussed that wood-work in building has recently been refinished; they are taking bids on new carpeting and painting. Trees in eavestroughs discussed and possible new location for book return box.

- d. Union City: no report.

3. Branch Service Contract with Algansee:

Dee reported that no formal notification from Algansee has been received but in talks with township supervisor, it is expected to be signed in July. Dee mentioned that Algansee was informed of their options, either a signed Agreement with the township, or the BDLS can lease directly with the Doves. Dee stated that the Supervisor feels that the contract will be signed in July as a show of confidence in Gwen Dove and also so that township will have control of where branch library will be in future if needed.

4. Director's report:

Dee went over the "Letter of Understanding With Librarians". Board discussed possible changes in vacation schedules. Residency requirement was determined by board to be "required to live in the district". Dee will make changes and revised copies will be placed in minutes.

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Vivian moved, Bill seconded, to accept the Letter of Understanding With Librarians with suggested changes. Approved. Dee will use to get signed agreements.

Bill moved, Vivian seconded, to approve enclosed proposed salary schedules. Approved. Dee will provide job descriptions also.

Jeanne moved, Vivian seconded, to approve Richard Sharland and Dee Knapp as authorized signers on accounts. Approved.

Dee discussed the Capital Improvement Planning with branches. Dee stated that she has been to each branch except Union to work on 5 year plan for Capital Improvements and develop target dates. Automation plans are being considered in plans.

Annual Report was discussed. Jeanne mentioned concerns about low attendance figures in Childrens' Services. Dee mentioned that this is an area being looked at for improvements.

**NEW BUSINESS:**

None.

**INFORMATIONAL  
ITEMS:**

Monthly Service Report, May, 1993.  
1992 Annual Report flyer.

**EXTENDED PUBLIC  
COMMENTS:**

None.

**ADJOURNMENT:**

Meeting adjourned 6:30 p.m.

Submitted by:

Jeanne Berg  
Acting Secretary

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The Branch District Library System will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon one weeks' notice to the Branch District Library System. Individuals with disabilities requiring auxiliary aids or services should contact the Branch District Library System, 10 East Chicago St., Coldwater, MI 49036. 517-278-2341 FAX 517-279-7134.

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