

Ref

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
DEC. 20, 1993  
CENTRAL LIBRARY  
4:10 p.m.

**PRESENT:** Richard Sharland, Jeanne Berg, Tim Miller,  
Bill Stewart, Carol Brown, Vivian Slisher,  
Martha Hamp and Dee Knapp.

**AGENDA:** Tim moved, Jeanne seconded, to accept the  
Agenda with deletion and additions:

Delete #3 Pending Business  
Add "C" under New Business -  
Director's Report: MLA Penal Fine  
Defense.  
Add #7: Resolution, 1994 meetings  
Approved.

**MINUTES:** Jeanne moved, Tim seconded, to accept  
Board Minutes of Nov. 15, 1993. Approved.

**CORRESPONDENCE:** None

**PUBLIC HEARING  
ON 1994 BUDGET:** 4:16 p.m. open to public. No public present.  
Close public meeting 4:18 p.m.  
Tim moved, Martha seconded, to adopt proposed  
budget. Discussion. Approved.

**BRIEF PUBLIC  
COMMENTS:** None.

- FINANCES:**
1. Carol moved, Tim seconded, to accept  
Financial Statement of Nov. 30, 1993.  
Approved.
  2. Tim moved, Vivian seconded, to pay Vouchers  
#478-546. Approved.
  3. Penal fines chart noted.

DRAFT

-Con'd.

PENDING  
BUSINESS:

1. Branch liaisons reports:
  - a. Coldwater will meet in January..  
Two new members will begin their terms.
  - b. Bronson - Carole is on an extended intermittent family leave. Transfer of accumulated city and township donations to separate fund in BDLS is in process.
  - c. Quincy met December 7; pretty much status quo.
  - d. Union - Installed shelves help to make Union nice and bright in the library. Union City Middle School should be added to list of institutions.
  - e. Sherwood - Shelves also are installed and the floor painted.
2. Bill moved, Tim seconded, to amend the 1993 Budget which will reflect an ending fund balance of \$81,266.00

NEW BUSINESS:

1. Carol moved, Tim seconded, to adopt the following Resolution For Capital Project Fund:  
**Whereas** the Branch District Library wishes to provide for the repair and maintenance, further acquisition of capital outlay and the automation of the libraries, the Branch District Library establishes the Capital Projects Fund, which will receive the percentage of the tax levy designated by the Board each year to be spent for repair and maintenance, further capital outlay and automation of libraries. The funds held as designated in the General Fund of the District as of December 31, 1993, will be transferred to the newly established Capital Projects Fund.  
Approved. 7 ayes 0 naves  
Insertion of "estimated transfer from 1993" in reference to "Capital Projects Fund memo" in December Board packet.

-Con'd.

DRAFT

2. Bill moved, Tim seconded, to authorize Request For Proposals For Multiple Automated library systems for the libraries of the Woodlands Library Cooperative. Approved.
3. Jeanne moved, Carol seconded, for audit by Rumsey & Watkins not to exceed \$3,500. Approved.
4. Director's report:
  - a. Jeanne moved, Tim seconded, to adopt Personnel Manual with all appendices as noted. Approved.
  - b. Personnel:
    1. New librarian, Bruce Guy on board.
    2. Cathie Rodgers resigned. Her position is now 21 hours.
    3. Gwen Dove was Employee of the Month for December.
  - c. Bill moved, Vivian seconded, to contribute \$200.00 to the Michigan Library Assoc. penal fine defense fund. Approved.
5. Retiring board members Bill Stewart and Vivian Slisher were recognized with refreshments and flowers and books to be placed in their honor in the library
6. Evaluations:
  - a. Evaluation of Director was discussed and the consensus was that Dee Knapp did a tremendous job and that it is appreciated very much. Recommendations for salary tabled to next meeting with increases retroactive to January 1, 1994.
  - b. Jeanne moved, Martha seconded, that the proposed budget include for the Childrens'/Technical Services librarian the step increase plus 1% merit pay plus one extra week vacation. Approved.
7. Carol moved, Jeanne seconded, to adopt Resolution of 1994 meetings. Approved.  
4 Ayes 3 had left.

*Motion 12-29-94 min.  
deleted "merit pay"  
changed to "increase  
in scale." ←*

**INFORMATIONAL  
ITEMS:**

1. Monthly Service Report noted.

-Con'd.

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EXTENDED PUBLIC  
COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned 6 50 p.m.

Submitted by:

Carol Brown, Secretary

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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