

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
JAN. 17, 1994  
CENTRAL LIBRARY  
4:10 p.m.

- WELCOME:** New Board Member, Marilyn Ashdown.
- PRESENT:** Richard Sharland, Jeanne Berg, Tim Miller,  
Marilyn Ashdown, Carol Brown,  
Martha Hamp and Dee Knapp.
- ABSENT:** Jeanne Unterkircher
- AGENDA:** Carol moved, Tim seconded, to accept the  
Agenda with additions to New Business:  
4. Election of officers  
5. Committee appointments  
Approved.
- MINUTES:** Tim moved, Jeanne B. seconded, to accept  
Board Minutes of Dec. 20, 1993. Approved.
- CORRESPONDENCE:** Thank you note from Vivian Slisher.
- BRIEF PUBLIC  
COMMENTS:** None.
- FINANCES:**
1. No Financial Statement to allow audit  
to be available at next meeting.
  2. Tim moved, Jeanne B. seconded, to pay  
Vouchers #6410-6430. Approved.
  3. Penal fines chart noted.

-Con'd.

DRAFT

**PENDING  
BUSINESS:**

1. Branch liaisons reports:
  - a. Coldwater will meet Jan. 25, 1994. Solicitations have brought in \$3,200. Proposed loan from their Endowment Fund cannot be borrowed for automation project per letter from City Attorney Andy VanDoren that MCLA 129.91 restricts the investment of City funds to U. S. government affiliations.
  - b. Bronson reports no activity but Carole is back two days a week.
  - c. Quincy - Concerns on borrowing from Quincy's Endowment monies for automation expenses discussed. Jeanne Berg and Carol will meet with them in between meetings. Concerns on rumors about Allen penal fines and hours which will be addressed. Quincy Friends' donation went toward a nice looking functional magazine rack.
  - d. Union - trouble with fax machine is fixed.
  - e. Sherwood - busy setting library back in order.

**NEW BUSINESS:**

1. Tim moved, Martha seconded, to accept Policy on Quincy Financial Procedures. Approved.
2. Director's report:
  - a. Personnel Manual ready for printing.
  - b. Jean Swain was chosen "Employee of the Year". She received one of the 24K gold trimmed library Memorial Plates, a gift certificate and parking.
  - c. Merit pay plan in works, setting goals and objectives.
    1. Need to have money in budget for this.
    2. Board may get calls on this process.
  - d. Rumsey & Watkins:
    1. Representative of Rumsey & Watkins will be at next meeting.
    2. Audit under way with Rick Dillon of Marshall office.
    3. Board accepted their recommendation that Jean Swain attend board meetings and take the minutes.
    4. Also recommended that minutes be kept for every committee meeting.

(Con'd.)

**DRAFT**

3. Personnel Committee - Recommendations for Director's salary were presented. Jeanne B. moved, Carol seconded, to accept the proposed budgeted 4.4 step increase plus 1% increase plus \$1,000.00 Deferred Compensation. In addition a 3% 1993 incentive bonus of \$1,050.00 to be taken as lump sum cash, a vacation, or a combination of both. Approved.
4. Election of officers: Richard turned chair over to Dee.
  - a. Carol moved, Tim seconded, to nominate Richard as President. Approved. Jeanne B. moved, Tim seconded, to close nominations. Approved. Unanimous ballot cast. Richard resumed chair from Dee.
  - b. Martha moved, Tim seconded, to nominate Jeanne Berg Vice-President and to close nominations. Unanimous approval.
  - c. Tim moved, Jeanne Berg seconded, to nominate Carol as Secretary. Approved. Tim moved, Martha seconded, to close nominations. Unanimous approval.
5. Tim moved, Jeanne Berg seconded, that committee appointments will be at the discretion of the President of the Board to form committees as needed. Approved.

INFORMATIONAL  
ITEMS:

1. Monthly Service Report noted.

EXTENDED PUBLIC  
COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned 5:45 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.

**DRAFT**