

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
FEB. 21, 1994
CENTRAL LIBRARY
4:10 p.m.

- WELCOME:** New Board Member, Jeanne Unterkircher
- PRESENT:** Richard Sharland, Jeanne Berg, Marilyn Ashdown, Jeanne Unterkircher, Carol Brown, Martha Hamp and Dee Knapp, Director
- ABSENT:** Tim Miller (Arrived at 4:50 p.m.)
- AGENDA:** Carol Brown moved, Martha Hamp seconded, to accept the Agenda. Motion carried.
- MINUTES:** Jeanne Berg moved, Carol Brown seconded, to accept the minutes of the January 17, 1994, Board meeting. Motion carried.
- CORRESPONDENCE:** None.
- BRIEF PUBLIC COMMENTS:** None.
- FINANCES:**
1. Audit. David Rumsey from Rumsey & Watkins was present to go over the audit. There is no problem in having their firm preparing both the audit and the monthly accounting because their CPA is not involved with the monthly accounts. Discussed combined balance sheet, accrued expenses, and cash management. Carol Brown moved, Marilyn Ashdown seconded, to accept and place on file the Audit. Motion carried.
 2. Financial statement for January was discussed. There is no problem with internal control procedures in place. Accounting, Administrative and Conflict of Interest Policies need to be adopted. Mr. Rumsey explained statement format. Carol Brown moved, Jeanne Berg seconded, to accept the the January Financial Statement. Motion carried.

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3. Approval of Bills: Discussed necessity of pre-employment physicals for employees. Dee Knapp will contact our Workers' Comp. carrier for advise. Dee Knapp is checking the contract with Allied Mechanical for work on the furnace. Jeanne Berg moved, Carol Brown seconded, to approve payment of Vouchers #639 - #688 after discussion of voucher numbering. Motion carried.
4. Penal fine chart. Dee Knapp expressed her concerns. Penal fine collections in District Court were discussed. People are behind in their payments for court costs and penal fines. It is a statewide problem. Judge David Coyle revised the formula after meeting with Dee Knapp who presented comparative data. Board suggested sharing this information with the Board of Commissioners. Dee will present an Annual Report in March to the Board of Commissioners and will include information on penal fines.

**PENDING
BUSINESS:**

1. Branch liaisons reports:
 - a. Coldwater met Jan. 25, 1994. and changed meeting dates. New meeting dates will be the 4th Tuesday of the month at 4 P.M. There are two new Board members: Nancy Branch and Donna Baker. Richard Biringer will leave the Board in April.
 - b. Bronson: Jeanne Unterkircher and Dee Knapp attended the Bronson Township Board meeting February 7. The Board agreed to pay for painting the exterior trim on the library building, repairing the interior wall and replacing the outside lighting globes. Jeanne Unterkircher is initiating new landscaping plans. Discussion of the dissolution of the Bronson Library Board followed.
 - c. Quincy: Carol Brown reported that the Quincy Board is setting goals for the Library. Endowment Fund money and library employee parking were discussed. Thinking about what evening of the week to keep the library open.
 - d. Union: Dee Knapp is working on planning evening hours.

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- d. Union: Dee Knapp is working with Linda VanWormer, planning evening hours.
- e. Sherwood - busy setting library back in order.

NEW BUSINESS:

1. Reconsideration of materials: Complaint was discussed concerning the magazine Rolling Stone. Complaint was in regard to the advertising and sexually explicit pictures. Dee Knapp talked with patron about the issues. Intellectual freedom and community standards are the criteria. Tim Miller moved, Jeanne Berg seconded, to send a letter to the patron that the Board is reaffirming its policy of intellectual freedom regarding the complaint on Rolling Stone magazine and thanking her for her concern. Motion carried.
2. Kellogg Community College Proposal: Dee Knapp explained two proposals to provide future services to the Branch County Center of K. C. C. There will not be a library in the new Center which will begin construction this spring. Dee Knapp costed out our current and future services on the proposals.
3. Director's report:
 - a. Merit pay system: Discussion concerning merit bonuses for employees who have met their goals with basic performance level having been met first. The budget is a concern. The BDLHEA concerns were read regarding merit bonuses being part of the Contract. The Board reaffirmed their commitment to merit pay.
 - b. Personnel Handbook, Page 7, Item H: "Recognition For Service Upon Separation" Carol Brown moved, Tim Miller supported, to adopt Part III, Section H, Page 7 of Personnel Handbook. Motion carried.
 - c. Dee Knapp announced that Dick Smolinski was nominated for Employee of the Month, February.
 - d. Dee Knapp hopes to have selected a vendor for automation by March 10. She is studying the process of obtaining bids for securing a bank loan.

-Con'd.

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BDLS Board Meeting
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**INFORMATIONAL
ITEMS:**

1. Monthly Service Report noted. Discussion concerned knowing goals for the year in order to compare statistics. It is useful for future planning especially at branches.

**EXTENDED PUBLIC
COMMENTS:**

Linda Hudson was in the audience and commented that we are going down a rough road but things are getting smoother.

ADJOURNMENT: Meeting adjourned 6:21 p.m.

Submitted by:

Approved by:

Jean K. Swain
Jean Swain
Recording Secretary

Carol Brown
Carol Brown
BDLS Board 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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