

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

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

PRESENT: Richard Sharland, Jeanne Berg, Marilyn Ashdown, Jeanne Unterkircher, Carol Brown, Martha Hamp, Tim Miller & Dee Knapp, Director

AGENDA: Carol Brown moved, Jeanne Berg seconded, to approve the Agenda as submitted. Motion carried.

MINUTES: Jeanne Berg moved, Marilyn Ashdown seconded, to approve the minutes of the February 21, 1994, Board meeting. Motion carried.

CORRESPONDENCE: Dee Knapp read a memo from the Michigan Library Assoc. in regard to the Penal Fine Advocacy Fund litigation, thanking the Board for its financial support. It may take as long as 30 to 90 days to hear the court's decision regarding the appeal.

BRIEF PUBLIC COMMENTS: None.

- FINANCES:**
1. Financial Statement: Monthly revenues and expenses were noted. Knapp stated that millage income is running just about where it should be with penal fines behind. We have received our State Aid check which will show up on the March Financial Statement. Carol Brown moved to accept the Financial Statement, seconded by Tim Miller. Motion carried.
 2. Approval of bills: Some accounts were discussed including the bill for testing the elevator for weight. This happens every 3 years and needs to be built into the budget. Tim Miller moved to pay the bills as submitted, supported by Marilyn Ashdown. Motion carried.

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3. Penal Fines Chart: Knapp sent a letter to District Judge David Coyle stating that penal fine revenues are not looking any better than they were in 1993 and that we are already \$15,586 behind. June is the latest the library can go without seeing some increase. District Court is starting a new part time position beginning this month for collecting fines and Knapp hopes this will make a difference.

PENDING
BUSINESS:

1. Branch liaisons reports:
 - a. Coldwater Public Library Board will meet again on April 26 at 4:00 p.m.
 - b. Bronson: Jeanne Unterkircher reports bushes will be trimmed soon.
 - c. Quincy: Status quo.
 - d. Union: The library looks nice and is an improvement.
 - e. Sherwood: Carolyn Robbins received comments on election day about how good the library looks.
2. Kellogg Comm. College: Knapp stated she met with KCC representatives and they have accepted the contract. They will be installing KCC Connect. They will pay a flat fee in April and October each year. We agreed to keep certain statistics.
3. Pre-employment physicals. Knapp called our insurance compensation carrier, Michigan Assoc. of Counties, and Citizens Insurance. Because of the new ADA law, employers cannot give pre-offer physicals, only post-offer. Nothing can be done about a pre-existing condition except to ask the applicant to demonstrate how they can lift, for example. Pre-employment physicals can determine what the employee's level was before an injury. Tim Miller moved that we continue to have the pre-employment physicals, supported by Martha Hamp. Motion carried.

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NEW BUSINESS:

1. Approval of Policy For Capital Projects: This Policy will become part of our new Administrative Policy. Knapp suggested this fund be used to buy small equipment items also since there is no line item in the budget for equipment. Discussion was in reference to the 5 year plan covering 1992-96, adopted by the Board July 19, 1993, which specifies percentage breakdowns. Jeanne Berg moved to approve the Policy For Capital Projects with the addition of the reference to the 5-year plan, seconded by Carol Brown. Motion carried.
2. Director's report:
 - a. Annual Report. Knapp explained the 1993 Annual Report which is in two parts, one is a printed form and the other is a report format, which contains the background information. Some headings were changed on the printed form to make it easier for the public to understand. A long discussion regarding library hours and staffing followed. Knapp suggested that the Board needs long-range planning sessions.
 - b. Comparative Statistics. A page of comparative statistics was explained by Knapp along with her conclusions. (One correction was made on the Comparative Statistics sheet: under "Reference Transactions" in right hand column, change the figure from 1,438 to 846.)
 - c. Automation. Knapp and Bruce Guy have been studying two proposals, one from Dynix and one from Gaylord called Galaxy. Woodland's consultant's analysis is due March 22. Knapp's conclusion is that it may take us longer than we thought to sign a contract. Discussion followed about the pros and cons of both proposals and about alternatives being studied. Bids from banks on the automation funding will be back and ready for the next meeting.
 - d. Worker's comp. reimbursement. Knapp requested reimbursement for payment for delivery driver from Woodlands.

INFORMATIONAL
ITEMS:

1. Monthly Service Report noted.
2. Dee Knapp announced the Volunteer Recognition Dinner will be held April 15.
3. Planning "Foods for Fines" program during National Library Week and week after (April 11 - 22) in which a food item will be accepted for every \$2.00 fine.
4. We are still getting bids for work on furnace.
5. Tim Miller explained an elementary school program called RAT (Read Around Town) in which a child makes a paper chain for each book read in March. All the chains from each school will eventually be connected and then brought to the library and wrapped around the building on April 14.

EXTENDED PUBLIC
COMMENTS:

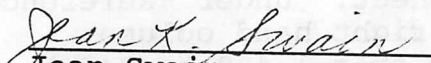
None.

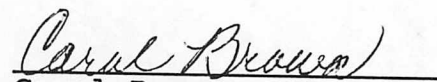
ADJOURNMENT:

Carol Brown moved, Marilyn Ashdown seconded, that the meeting be adjourned. Motion carried. Adjourned at 5:40 p.m.

Submitted by:

Approved by:


Jean Swain
Recording Secretary


Carol Brown
BDLS Board Secretary

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