

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
MAY 23, 1994
CENTRAL LIBRARY
4:10 p.m.

- PRESENT:** Richard Sharland, Jeanne Berg, Marilyn Ashdown, Jeanne Unterkircher, Carol Brown & Dee Knapp, Director.
- ABSENT:** Tim Miller and Martha Hamp.
- AGENDA:** Carol Brown moved, Jeanne Berg seconded, to approve the Agenda as submitted. Motion carried.
- MINUTES:** Marilyn Ashdown moved, Carol Brown seconded, to approve the minutes as submitted of the April 18, 1994, Board meeting. Motion carried.
- CORRESPONDENCE:** None.
- BRIEF PUBLIC COMMENTS:** None.
- FINANCES:**
1. Financial Statement as prepared by Rumsey & Watkins: After some discussion, Carol Brown moved, Jeanne Unterkircher seconded, to accept the Financial Statement for April. Motion carried.
 2. Approval of bills:
After discussion, Jeanne Berg moved to approve the payment of bills as presented as well as the approval of the two additional requests for Knapp & Guy. Ashdown seconded. Motion carried.
 3. Penal fines chart: Knapp noted we are short of projections for April penal fines. Sharland noted that he read the Michigan legislature has decided to fully fund the District Court system so in the future this court may have more money for operations.

-con'd.

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PENDING
BUSINESS:

1. Branch liaisons reports:
 - a. Coldwater: Knapp reported that there is a new PC in the Heritage Room with census records and Social Security death records. Knapp had prepared a report for the Coldwater Public Library Board on their Endowment Fund showing interest money and copier money earned. A project has been authorized for microfilming all Coldwater newspapers since October, 1993, and all missing editions. Informational item: We have a phone disc in Reference with all phone listings for the United States and a business directory. A subscription fee is paid and we get a monthly update on these discs.
 - b. Bronson: Bush trimming has not been done. Jeanne Unterkircher is checking on ways to get the job done. Knapp reported that she has made a decision to hire a person to work 11 hours a week this summer, with Carole Maddox working up to 10 hours and Stephanie Davis, 26 hours.
 - c. Quincy: In the process of getting gift envelopes together. Jane Baldwin and Connie Karney took a class to learn how to write grants. The township is getting estimates to paint the library's exterior. Jane Baldwin stated that they found a dormer on the library.
 - d. Union: No report.
 - e. Sherwood: Finishing up projects. A rug, childrens table and chairs are still needed.

NEW BUSINESS:

1. Director's report:

- a. Automation: The board celebrated the successful contract negotiations for automation. The vendor is Gaylord. Knapp explained the negotiation process and stated that a summary of the negotiations has been completed. The contract should be ready by the next board meeting.

Con'd.

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Carol Brown moved to use the Monroe attorney's review of the contract with Gaylord. Jeanne Berg seconded. Motion carried. Knapp will talk to Monroe to be sure of terms and present that to the Board in writing. Sharland complimented Knapp on her professional and organized approach on the project. Knapp & Bruce Guy are meeting with DataServ on the telecommunications project May 24. She presented figures from two alternative proposals from DataServ. Following a long discussion on what is available in the Capital Projects Fund, projected on-going maintenance fees and long range planning, Carol Brown made a motion that we go for the \$51,988 proposal for the future of our library, our schools and our community, supported by Berg. Motion carried.

Discussion concerned that we are going to be tight in doing it, especially the two years before we know whether we are going to have the fiber optics with the school system. Only the three larger branches will be factored in.

- b. Internet progress - Monroe expects to come up in August and we are telling people late fall for us. In discussions Bruce Guy is having with the schools the question is if the schools can put some money toward our project and certainly it will help us if they lay fiber optics. They will do their Internet access through us.

Con'd.

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- c. Carpet bids - We had two bids on cleaning all carpets in the building, one from A-1 and one from Bontragers. Moved by Ashdown, seconded by Unterkircher to accept the bid from A-1 for \$620.
 - d. Insurance - After discussion, Jeanne Unterkircher moved to accept the Dean Insurance Agency bid increasing contents coverage by \$500,000, seconded by Ashdown. Motion carried.
2. Director's search committee report: Jeanne Berg stated that we had 6 candidates which were narrowed down to 3 to be interviewed Saturday, June 4 at 9, 10 & 11 a.m. That will be a Special Board Meeting and if we have a majority, we could make a decision quickly. Discussion of questions to ask candidates followed.

**INFORMATIONAL
ITEMS:**

1. There will be a reception for Dee Knapp by the Board and staff on Friday, June 24, at 5 P. M. with the site undetermined.

**EXTENDED PUBLIC
COMMENTS:**

ADJOURNMENT:

5:55 P. M.

Submitted by:

Jean K. Swain
Jean Swain
Recording Secretary

Approved by:

Carol D. 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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