

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

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

PRESENT: Marilyn Ashdown, Jeanne Berg, Carol Brown, Martha Hamp, Richard Sharland, Jeanne Unterkircher and Director Mary Hutchins.

ABSENT: Tim Miller (arrived 4:20 p.m.)

ALSO PRESENT: Bruce Guy, Reference Librarian, Linda Hudson, BDLHEA rep. and Barbara Jones, Friends of the Library.

APPROVE AGENDA: Sharland proposed a change moving item 3 "New Business"-Friends of the Library Proposal for garden, to become the next item of business before Minutes. Carol Brown made a motion to approve the Agenda with the move, seconded by Ashdown. Motion carried.

NEW BUSINESS: 3. Friends of the Library proposal for garden: Barbara Jones representing the Friends of the Library, passed out detailed drawings made by landscape artist Kathy Hemker for a 3 year project to landscape the library grounds. The first phase will deal with upgrading the soil around the Civil War statue and planting low maintenance plants and perennials. Marilyn Ashdown moved we give the Friends of the Library committee permission to go ahead with their landscaping project, seconded by Hamp. Motion carried. Kathy Hemker will be present next month with more details.

APPROVAL OF MINUTES: Tim Miller moved to accept the Minutes of the October 17, 1994, meeting with the correction under "Director's Report #5" to read "at the Court House from 4-8 p.m." Seconded by Berg. Motion carried.

CORRESPONDENCE: 1. Director Hutchins received a notice of the Nov. 21 Board of Supervisors meeting at 7:30 p.m.

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**BRIEF PUBLIC
COMMENTS:**

None.

FINANCES:

1. Financial Statement as prepared by Rumsey & Watkins: Carol Brown moved to accept the Financial Statement, seconded by Miller. Motion carried.
2. Approval of bills: Tim Miller moved, Berg seconded, to pay the bills as submitted. Motion carried.
3. Penal fines chart noted.

**PENDING
BUSINESS:**

1. Clarify July 3, 1995, holiday schedule: Need clarification of October 17 Board Minutes which state the library will close on Monday, July 3. After long discussion of alternatives, Jeanne Berg moved that the staff be asked for their input on the alternatives for the July 3 date and for suggestions re Easter Sunday's closing impact on those scheduled to work. Alternatives that the Board discussed: 1: Include July 3 as a Floating Holiday 2: Be open 3: Be closed without pay 4: Have four Floating Holidays and get July 3 off with pay instead. Seconded by Miller. The Board will make a decision at the December meeting after feedback from the staff.
2. Bruce Guy's report: DataServ was here last week and are within a day or two of final finishing. We have all the basics. We now need Gaylord's input. Discussed cooperation with Monroe. Looking at long range, portable pc's will be used for inventory.
3. Director's report:
 - a. - The driveway has been sealed and lined.
 - The drinking fountain in the lobby has been repaired as well as the sink in the staff lounge.
 - Discussed the loss of videos and ways to prevent it.
 - Suggested security alternatives to investigate.

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- Explained policy needed regarding minors being allowed to check out videos.
- We did receive a check in June from Single Business Tax from the County Treasurer in the amount of \$12,947.60
- Will study situation regarding overdue books using precedents she is familiar with.
- Advised Board to think about a policy regarding children dropped off at the library unsupervised.
- Discussed literacy program. The Board sees the need of the program. Literacy is welcome here at the library but we cannot guarantee space because we do not have a long range plan.
- Board advised Director to contact the other heating contractors interested in bidding on furnace since Kirk Skinner has not done expected work. Brown reported that neither Braman Roofing nor Bracy & Jahr has responded to her calls regarding roof repair.
- The LSCA Grant for building purposes may be renewed for Bronson and Quincy.
- Rumsey & Watkins firm will mail reports separately for board packets if unable to meet Wednesday deadlines.
- Requested Board's opinion by the December Board meeting regarding closing the library for barcoding. Berg recommended coordinating with the schools.
- (Marilyn Ashdown left.)
- The signed KCC Contract has been received.
- The District Library will levy .6515 millage on December 1 without a public hearing. Director Hutchins met with Equalization Director Barbara Jones and talked with Dennis Platte of the State of Michigan tax office on Oct. 25.
- Informed the Board that compared to all other libraries in the Woodlands cooperative in funding and expenditures, BDLS falls in the middle.

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4. Reports from central & branch liaisons:
 - a. Coldwater Public Library Board met on Nov. 8. Miller was unable to attend.
 - b. Bronson: Unterkircher stated they are pushing for painting next Spring.
 - c. Quincy: A board member is needed to replace Amy Broad. June Hill donated a paper shredder in memory of her husband.
 - d. Union City: Discussed telephone installation costs. Director Hutchins attended the Township Board meeting and found them friendly and interested.
 - e. Sherwood: No special activities.

NEW BUSINESS:

1. Proposed Fax Policy: Director Hutchins explained the charges were compared to local businesses. Brown moved to approve the Fax Policy, seconded by Miller. Motion carried.
2. Discussion of public service hours and Sunday hours: Mary assessed Sunday hours and pointed out that now we have a contract with KCC to provide services. After a long discussion it was determined that we need a public survey about Sunday hours for long range planning. Tim Miller moved that we continue present Sunday hour schedule through the Sunday prior to Memorial Day weekend, 1995. Unterkircher seconded. Motion carried. Discussed this as an interim policy until a survey is made.
3. Proposed increase in library postal rates: Director Hutchins reported we received notice from Baker & Taylor of the proposed 73.7% increase in 4th class library (book) rates besides the 1st class postal rate increase expected. Miller requested Director to write a letter to our congressmen on the Board's behalf.

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4. First draft of proposed budget: Director Hutchins advised that we have a real problem because our revenues are expected to be down. She explained needs in training, maintenance and capital funding expenditures. Sharland appointed himself, Berg and Brown to meet with Director Hutchins on Nov. 29 at 9 a.m. to review personnel issues relating to budget. Hutchins announced a \$91,300 grant to Woodlands Cooperative for Internet training.
5. Resolution for establishing 1995 Board meetings: Tim Miller moved that we approve the Resolution Regarding the 1995 Meetings of the Branch District Library Board, seconded by Carol Brown. Motion carried. Roll call vote: 6 Ayes, 0 Nays with 1 absent.

**INFORMATIONAL
ITEMS:**

None.

**EXTENDED PUBLIC
COMMENTS:**

ADJOURNMENT:

6:25 P. M.

Submitted by:

Jean K. Swain
Jean Swain
Recording Secretary

Approved by:

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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