

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES

DEC. 19, 1994

CENTRAL LIBRARY MEETING ROOM

4:10 p.m.

PRESENT:

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

ABSENT:

None.

ALSO PRESENT:

Sandy Cunningham, BDLHEA rep., Jane Baldwin from Quincy and Kathy Hemker from Friends of the Library.

President Sharland called the meeting to order at 4:10 p.m.

APPROVE AGENDA:

Miller moved, seconded by Brown, to approve the Agenda with the additions of: #3 under Minutes to: "Amend the Dec. 20, 1993, Minutes on page 3, 6B" and under New Business, the addition of #5: "Resolution to exercise automation loan" and the addition of #6: "Title VI Grant". Motion carried.

APPROVAL OF MINUTES:

1. Ashdown moved, Miller seconded, to accept the November 21, 1994, Board Minutes as submitted. Motion carried.
2. Brown moved, Miller seconded, to approve the minutes of the Ad Hoc Subcommittee meeting of Nov. 29, 1994. Motion carried.
3. Refer to BDL Board Minutes of Dec. 20, 1993, Page 3, Item 6 B: Berg moved, Miller seconded, to delete the words "merit pay" and change to "increase in scale". Motion carried. The merit pay was not a correct designation.

REPORT:

Kathy Hemker was present to further explain the library landscaping project by the Friends of the library. The first phase will be to improve the soil around the statue, second phase will be around the building and the third phase will be to the extremities to the library building.

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Total cost will be around \$2,000, funded by the Friends who will also maintain the upkeep. Miller expressed thanks for the good work

CORRESPONDENCE: Brown, Board Secretary, read a thank you note from the Coats family. Sharland mentioned the death of Orville Maxson who was a library board member.

**PUBLIC HEARING ON
1995 BUDGET:**

1. Discussion: Director Hutchins stated there are serious misgivings in the 1995 Budget. Penal fines were projected at \$185,000 with the actual total amount expected to be \$162,000. Taxes are down 10% from 1992's actual budget revenues. State Aid income is 45 cents per capita, which is up 54.4%. We are dealing with a proposed budget which has 17.6% less revenues than in 1992. Expenditures to be concerned about are replacing a copy machine, purchasing people counters and a leaf blower. Staff training is going to be a key component in '95. Our book budget is below the state average.

President Sharland opened the public hearing for comments on the proposed budget at 4:50 p.m. No members of the public made themselves known. The public budget hearing was closed at 4:51 p.m.

2. Miller moved, Berg seconded, to adopt the proposed budget for 1995 as presented. Motion carried.

**BRIEF PUBLIC
COMMENTS:**

None.

FINANCES:

1. Financial Statement: Miller moved, Ashdown seconded, to approve the financial statement. Motion carried. After discussion it was decided to request a separate report each month for each branch library's Endowment Fund showing how the interest is differentiated and reports on Capital Outlays.

2. Approval of bills: After discussion, Brown moved to pay the monthly bills as submitted, seconded by Berg. Motion carried.

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PENDING

BUSINESS:

1. Reports from branch liaisons:

a. Coldwater: Miller requested that he be given an Agenda for CPL Board meetings.

Director Hutchins is pleased with the level of interest shown by the CPL Board. They are recruiting volunteers, newspapers' microfilming is almost complete.

Christie Kessler attended the last Board meeting to explain how materials are cataloged. Alice Hughes has explained the functions of the Heritage Room. Their solicitation letter was totally revamped by Marian Burgess. Board meetings will now be held monthly

b. Bronson: Barcoding has been started.

c. Quincy: Brown stated that Township Supervisor, Max Zimmerman is very enthusiastic about writing a grant in order to take care of the library's roof. They have been given extra time to complete the grant. Brass plates arrived for the new doors.

d. Union: Hamp stated that they are measuring for new shelves at the library and paneling will go up after tax time. Discussed ideas regarding distributing information about our library system.

e. Sherwood: Director Hutchins visited the library. They are working on ordering carpeting that can be used under voting machines.

2. Director's report:

- Hand outs: her monthly activity report - update on MLA's Task Force on the NII (National Information Infrastructure) - copies of letters to congressmen regarding the postal rate increase which passed - a trustee manual from L. O. M. - notice of a free L.O.M. workshop on Jan. 12 for LSCA grant processing - and a "Pass The Buck" poster from A.L.A.

- Hutchins has been named to Woodlands' Internet Marketing Committee that will schedule and promote the new \$90,000 training center in Jackson for hands-on Internet training. Opportunity for anyone looking for Internet training.

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- Met with John Dean about insurance coverage. A new appraisal is needed. Deyo Assoc. did the last appraisal in 1990. A letter from Deyo was handed out stating their fee of \$1,100. Hutchins wondering if there is another way we can accomplish this. Bruce Guy will provide Dean Insurance with a complete evaluation of hardware, software and networking equipment. Book values will be on the computer within the next year. We have not had a continual appraisal of the contents of the building.

- Received a donation in response to her column in the paper which will be applied to Kids' book budget. Miller suggested creating a "Wish List" for specific gifts. Hutchins is in the process of making one.

- Furnace repair is completed by Kirt Skinner.

- Some staff members have completed Gaylord training in Monroe along with Kessler, Guy and Hutchins.

- Barcoding began today in non-fiction.

- The roof is leaking again on 3rd floor. Hutchins will call roofers again.

- Staff evaluations are underway.

- Recommended that Carole Maddox, Bronson Branch Manager, be continued on a diminished schedule with no time deadline. Hutchins recommended giving both Maddox and Stephanie Davis deferred vacations.

- We are under obligation to provide bibliographic instruction to KCC students.

Hutchins recommended hiring Barbara Arnold for the position as Reference Aide, Schedule F, starting January 9. It is estimated that there will be 15 classes of 4 hours each. Remuneration will come from KCC funds.

- Plan to order SIRS (Social Issues Resource Series) to enhance KCC assignments - (electronic). We will be able to "piggy-back" material for the juvenile collection.

- Hutchins attended the Dec. 12 Coldwater City Council meeting to make a statement about the proposed parallel ordinance and its effect on the library. Libraries are bypassed if penal fines go through municipalities.

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3. Finalization, 1995 Holiday Schedule: Hutchins stated that the staff made the unanimous decision to take Monday, July 3, 1995, as a Floating Holiday. Miller moved, seconded by Berg, to approve the 1995 Holiday Schedule as a final schedule. Motion carried.

NEW BUSINESS:

1. After discussion of Rumsey & Watkins' proposal for the 1994 audit not to exceed \$3,500, Miller moved, Berg seconded to approve Rumsey & Watkins' proposal for 1994 audit. Motion carried.

2. Policy proposals:

a. Increase charge for replacing i.d. cards: Discussed ways to help people who forget their card. Hutchins has some ideas and will also check with Gaylord.

b. Charge for lost/damaged materials.

c. Circulation of videos by minors.

Miller moved, seconded by Ashdown, to adopt the three proposals. Motion carried.

3. Revise BDLS By-Laws to agree with BDLS Agreement: It has been discovered that the By-Laws need updating to agree with the BDLS Agreement. Revisions affect the terms of each board member. Brown moved to change the terms of the By-Laws to conform to the District Agreement. Seconded by Unterkircher. Motion carried.

4. Annual inspection by "Landlord and Tenant". According to the lease, a "walk-through" inspection yearly by persons representing the City of Coldwater and BDLS is necessary.

Hutchins stated that there is grant money available for libraries that wish to upgrade the building, i.e. windows, etc. Director Hutchins will follow through and get information.

5. Resolution to pursue automation loan: Century Bank needs a Resolution by the Board to approve the "Installment Purchase Agreement" for the purchase of the computer system. Miller moved, Ashdown seconded, to approve the Resolution Approving Installment Purchase Agreement and Acquisition of Property with the Century Bank. Roll call vote: 7 Ayes 0 Nays

Miller requested information to clarify when board members should abstain from voting on issues that might have a conflict of interest.

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6. Title VI Grant: Director Hutchins and Christie Kessler met with Mary Jo Lopez, grant writer from Coldwater Public Schools, to discuss a grant proposal for \$31,000-41,000 that would be used to purchase children's books in high areas of assignments. After discovering that the grant would be changed to become a literacy grant and more information is needed, the Board made the decision not to sign it at this time. Director Hutchins will write a letter to Lopez to this effect. Berg moved, Miller seconded, to withhold support on the grant until we receive more information. Motion carried.

**INFORMATIONAL
ITEMS:**

Monthly Service Report, Nov. 1994
Penal fines chart.

**EXTENDED PUBLIC
COMMENTS:**

None.

ADJOURNMENT:

6:34 P. M.

Submitted by:

Jean K. Swain
Jean K. 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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