

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
APRIL 17, 1995
CENTRAL LIBRARY MEETING ROOM
4:10 p.m.

PRESENT

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

ABSENT

Carol Brown (due to illness.)

ALSO PRESENT

Jim Braman, Braman Roofing, and Dick Smolinski, BDLHEA rep.

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

APPROVE AGENDA

Ashdown moved, seconded by Hamp, to approve the Agenda with the following change: Place "Pending Business #1" after "Approve Agenda". Motion carried.

PENDING BUSINESS

1. Mr. Braman of Braman Roofing was present to discuss work to be done on the central library's eavestroughs. He stated that the eaves are painted steel that need lining with aluminum, which would be cheaper than replacing them. Just the new section of the building would have to be done, the old part is still o.k. It is better to do the work now before they rust clear through. The work will be done over the summer. He will send a quote between \$2,800 & \$3,700. The life span of lining is approximately 30 years. He will guarantee 5 years. He explained the materials needed and how they would complete the work. Discussion involved budget for roofing. The money will come out of Capital Projects. Berg moved, supported by Unterkircher, to authorize Sharland and Hutchins to proceed with Braman Roofing. Motion carried.

-con'd.

DRAFT

APPROVAL OF MINUTES

Berg moved, seconded by Ashdown, to approve the Minutes of March 20. Motion carried.

Tim Miller arrived.

CORRESPONDENCE

- Director Hutchins received notice of an MLA Internet training session for library trustees at the Grand Rapids Public Library on April 26.
- The Delton Library was written up in the April 2 Battle Creek Enquirer about a fund raising project for their building.
- Our library has been featured in the paper by Bob Redmond, Sup't. of Branch Intermediate Schools and a member of the Branch County Technology Committee, as an integral part of all the things coming out on the information technology. Hutchins wants to give credit to Bruce Guy also.

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Financial Statement was mailed to trustees by Rumsey & Watkins. Miller moved, Berg seconded to accept the Financial Statement and place it on file. Motion carried.
2. Penal Fine Chart: Total was up this month after coming in at \$12,000 which is behind the \$13,000 Judge Coyle estimated we would be getting each month.
3. Bills for approval: Unterkircher requested that in the future the Check Register show what each check was written for.
 - Miller stated that the City of Coldwater has two Council members go over the bills before the meeting in case of any questions, which is something our Board could consider.
 - Some members requested a copy of the Chart Of Accounts which Hutchins will pursue.
 - Hutchins needs Rumsey to provide separate line items on the Chart Of Accounts for automation expenses.
 - Berg moved, supported by Miller, to pay the bills as submitted. Motion carried.

-con'd.

PENDING BUSINESS

2. Reports from central and branch liaisons:

a. Coldwater - Had a Board meeting on April 10. Hutchins is authorized to contact a book dealer in East Lansing concerning the disposition of some materials in the Coldwater collection that are inappropriate for this library. The CPL Board wants to maintain all materials that have a definite relationship to this area. Hutchins feels we need professional overseeing of the Heritage Room and is also looking for ways to coordinate the volunteers.

b. Bronson - Jeanne Unterkircher stated that the outside painting will be done by the same company that painted at Quincy. There are new globes at the front entry. Work on the chimney inside the library was not satisfactory. Director Hutchins will look into Carole Maddox's request for more information on the Bronson Memorial Fund.

c. Quincy - Working on bar coding. The library will be on the home tour this year.

d. Union - Will be closed for probably two weeks for shelving and paneling.

e. Sherwood - No news.

3. Director's report:

- Hutchins has accumulated "comp time" and will compensate by taking some time off during the first week of May.

- Summer weekday closing times are set. Weekday early closings (6 p.m. on Tuesdays & Wednesdays) will begin Tuesday, June 6. We will drop Sunday hours starting with Memorial Day weekend through Labor Day.

- Surplus equipment for sale is being placed in the 3rd floor hallway in preparation for a bid list. Discussion followed as to other ways to dispose of it.

- The chains from "March Is Reading Month" have been left up for the Board to see. The Coldwater paper had a nice write-up.

- We have had over 300 signatures for the "Pass The Buck" promotion and some generous comments from patrons that Mary will quote in her newspaper column.

- We have run into several problems with the time line for automating at the circulation desk. Mary wants to take the time in August to train all the staff and will ask Gaylord for an extension of 60 or 90 days.

-con'd.

- The Rural Libraries conference that three clerks were planning to attend was canceled due to overbooking.

- Bruce Guy and Ellen Shoun are making a list of the gaps in our reference collection. We need to put priorities on updates.

- Because we are a separate entity, we will no longer be carried with the county's Blue Cross Blue Shield. Mary is making inquiries to Blue Cross and MLA for other options. She hopes to have all the facts available for next month's Board meeting. We will continue to be carried with the County until we are situated.

- A member of the staff association has asked for clarification on what board packet information (including financial) could be seen in advance of Board meetings. Questions: Is it available to the public before the Board meeting, and is it truly an open meeting if the Board is taking action on something that the public has not seen? Discussion followed. Tim Miller is going to check with other libraries to see what they do and will also ask for their justification.

4. Plans for May 1 meeting with Bill Grimshaw:

- Mr. Grimshaw plans to be here on Monday, May 1, at 4 p.m. and will provide an Agenda. This is still in the interaction stage for Strategic Planning.

NEW BUSINESS:

1. Alteration of KCC Contract:

- The contract with KCC was assessed in March. Because the use of the library by KCC students has been less than expected, Appendix A of the contract signed last year has been revised to reflect estimates for next year. The materials budget (collection building) for books and automated information has been increased while the KCC Connect line item was decreased. Mary and Bruce will meet with Marty Stilwell from KCC tomorrow (April 18) to approve the revisions. We will need to re-negotiate next year for the following year.

- There are two new administrators at the KCC Coldwater Grahl Center.

2. Policy for circulation periods:

- We need to coordinate this with the branches because of automation. Hutchins explained that we need to increase the circulation period for instructional videos to one week because of patron complaints. Miller moved, seconded by Hamp, to approve new circulation periods for videos. Motion carried.

-con'd.

3. Amnesty for overdues:

- Hutchins would like to propose an "amnesty month" to recover some of the overdue material before we automate. After discussion, Berg moved, supported by Unterkircher, to adopt a one month amnesty policy. Motion carried. Dates of amnesty will be determined later.

4. Investigation of all revenue sources:

- Hutchins has been paying particular attention lately to sources of revenue for the library and how such things as tax abatements and parallel ordinances might affect us in the future. She would like to propose that someone from the Board plan to meet with city and county officials to discuss the library's financial situation. The Board will make a decision later.

5. Meeting with Bronson representatives:

- Hutchins suggested that a meeting be scheduled with Bronson representatives to clarify some issues concerning Bronson's Branch Contract. Unterkircher will set up a meeting with Sharland, Hutchins, Carole Maddox, Bronson officials and herself.

6. Annual Report:

- The Board received a complete copy of the Annual Report as well as a draft of a brief Annual Report to go to the public. The Board approved of the plan to produce the Report "in-house" to save money. Next year's Annual Report will contain more detailed statistics so we don't have to rely on twice-yearly surveys.

INFORMATIONAL ITEMS

1. Monthly service reports for March noted.
2. Penal fines chart noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 5:45 p.m.

-con'd.

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BDLS Board Minutes
Apr. 17, 1995

Submitted by:

Jean K. Swain
Jean K. Swain
Recording Secretary

Approved by:

Mary J. Hutchins for
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.