

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
SEPTEMBER 18, 1995
CENTRAL LIBRARY MEETING ROOM
4:10 p.m.

PRESENT

Marilyn Ashdown, Carol Brown, Martha Hamp, Tim Miller, Richard Sharland, Jeanne Unterkircher and Director Mary Hutchins.
Jeanne Berg arrived 4:20 p.m.

ABSENT

None.

ALSO PRESENT

Sandy Cunningham, BDLHEA rep. and Jane Baldwin from Quincy.

APPROVE AGENDA

Miller moved, seconded by Ashdown, to approve the Agenda but moving Bruce Guy's automation report (Pending Business #4) to come before Correspondence. Motion carried.

APPROVAL OF MINUTES

Hamp moved, seconded by Miller, to accept the Minutes of July 17, 1995, Regular meeting of BDLS Board as submitted. Motion carried.

PENDING BUSINESS FROM AUGUST

4. Bruce Guy, Reference Librarian's, automation report:

- Gaylord has changed their software and hardware maintenance billings from monthly to quarterly billings. Miller moved, seconded by Hamp, to accept the change in the billing from Gaylord from monthly to quarterly. Motion carried.
Gaylord required the signature of Board President Sharland.
- 80 public users have signed on for Internet connection and we will probably reach 100 within a month. Talks regarding setting up a "Home Page" for the local paper are scheduled.
- We have received 8 computers purchased through the Woodlands interlibrary loan monies to which we contributed \$525.00 each.

-con'd.

DRAFT

- The Coldwater Public Library Board approved buying a scanner for the Heritage Room which will allow us to digitize information.

CORRESPONDENCE

President Sharland read a letter of resignation dated Sept. 18, 1995, and effective October 1, 1995, from Trustee Martha Hamp due to increased family responsibilities and additional time needed for her work. Sharland expressed regrets and extended appreciation for her contributions.

Director Hutchins received a letter from the Deputy State Librarian indicating Gov. Engler has signed a bill for State Aid at 45 cents per capita.

A letter from Gaylord has been received stating that since five member libraries from Woodlands Library Cooperative have signed contracts with Gaylord's Galaxy there will be a further discount of 8% against the cost of our software, effective until June 30, 1998.

At the request of State Rep. Frank Fitzgerald, Hutchins appeared in Lansing on August 10 to testify on the selection of the new State Librarian.

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Expected revenues from penal fines were discussed.
2. Miller moved, seconded by Brown, to accept the Financial Statement. Motion carried.
3. Ashdown moved, seconded by Miller, to pay bills as submitted. Motion carried.

PENDING BUSINESS CON'D. FROM AUGUST

1. Building repairs: Mr. Bracy, Bracy Construction, called Director Hutchins with an update on evaluating the attic window on the west side. The job of patching the hole in the left corner of the window and painting over it will cost approx. \$450.00. Bracy does not feel the window needs replacing. Bracy cannot combine the job with Braman Roofing.

-con'd.

Sharland has talked with four contractors about repairing leaks in the stonework foundation under the west side planters with only two giving estimates. Miller moved, Brown seconded, to authorize Hutchins and Sharland to negotiate and select bids, not estimates. Motion carried. The Coldwater Advisory Board voted at their Sept. 11 meeting to help with the cost of this project.

2. Strategic Planning Update: We are receiving replies to our invitations to attend the October 3 meeting from 7-9:30 p.m. at Schafer Distributing Co, 230 Jay St. There is a sub-committee meeting planned for Monday, Sept. 25, at 4 p.m. to finalize plans.

3. Reports from Central and Branch liaisons:

a. Coldwater: Ashdown attended both July and August meetings. On Open House will be held on October 29 from 1-4 p.m. in the Heritage Room. Purchase of a locked cabinet is on hold. Grahl Co. has been contacted regarding a steno chair for the Heritage Room. Miller asked that a thank you be written to the Coldwater Advisory Board thanking them for offering to make a donation for building repairs.

b. Bronson: Tom Maddox, Carole's husband, passed away Sept. 1. 94 kids participated in the Summer Reading Program.

c. Quincy: 120 kids signed up for the Summer Reading Program. Otherwise, things are status quo.

d. Union: Enjoying repairs to the building and receiving positive comments.

e. Sherwood: Hutchins reported on sending sets of career encyclopedias to Sherwood because of the interest shown. There was an Open House recently.

4. Director's report:

- The computer system at the circulation desk will be up and running on October 2 for checking in and checking out only. We are concentrating on barcoding patron cards and processing approximately 75 new applicants a week. We have been struggling with the amount of technical work. This is a complex system but does many things. The "supercat" computer that houses the card catalog, called full MARC records, is now located in the southwest office off the workroom.

- All our reference people have now attended two InterNet training sessions in Jackson.

- Hutchins attended a program last week by Charles Wolfe representing M-Link, the U of M and the library system in the Internet, who was impressed that our library is "right in the middle" of technology in our community.

- Hutchins has been working at the circulation desk this summer as much as possible, to work out policies and procedures.

-con'd.

- We have now taken the full amount of the automation loan. We are in the process of paying the remainder of equipment billing to Gaylord.

- Hutchins has accepted new appointments; one with the Chamber of Commerce Governmental Affairs Committee which will keep her apprised of legislation the Chamber is involved in and how it can be interpreted to the library; another is the Planned Growth Committee of the Branch County Economic Growth Alliance. She is also the Vice-President of the Woodlands Coop. Advisory Board.

- Library attendance is going up. Over 500 people were in on Saturday, Sept. 16, due to the Apple Festival downtown.

- Hutchins summarized State Rep. Mike Nye's proposal of a unified court system and its impact on libraries. One of the best summaries of the proposal is in a pamphlet called "Library Of Michigan Access". (See attached.) Nye's proposal would be a constitutional amendment and we need to take a serious look at it. Please refer any questions from the public to Director Hutchins.

NEW BUSINESS, AUGUST

1. Tri State University Library Contract:

- Pending with no proposal.

2. Proposed 1996 library closings for holidays:

- Miller moved, Ashdown seconded, to accept the proposed library closings for 1996. Motion carried.

3. Discussion of Woodlands Library Coop. delivery:

- Decided to continue conversations with WLC Director Seidl regarding interlibrary loan materials' delivery. One possibility for delivery in WLC budget year 96-97, is for BDL to assume contract for delivery in the central region. Since there are many pros and cons, more deliberation is needed.

4. Discussion of possible new policies:

- Hutchins presented several new proposed policies for the Board's input. After considerable discussion of each proposed policy, Hutchins offered to write drafts which will be brought back to the Board for final approval.

- Hutchins was authorized to contact auctioneer Bill Coats about the possibility of taking on consignment some items to be sold at auction with the exception that Branches that have items to sell may do so separately.

- The Board approved the sale of book bags in Kids' Place.

- Amy Harmon has proposed a revision of the 1995 budget.

Hutchins requested a transfer into the book fund of \$10,000. This is possible because the penal fines have exceeded the projections made in the previous budget. Miller moved, Ashdown seconded, to transfer \$10,000 to book budget. Motion carried.

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- Hutchins provided copies of an article titled "Collection Development Policies" as recommended reading.
- 5. Rep. Mike Nye's proposal re penal fines:
 - See Director's Report.
- 6. Jeanne Berg's term expiring 12-31-95:
 - Brown moved, Miller seconded, to write a letter to the County Commissioners in support of reappointment of Jeanne Berg. Motion carried.

NEW BUSINESS, SEPT.

1. Gaylord contract: See Pending Business #4, August.
2. Pending legislation: See Director's report.
3. Discussion of possible policies: Same as New Business #4, Aug.
4. Miller moved, Brown seconded, to amend the Sept. Agenda to include New Business #4 Millage Rate. Motion carried.
Millage Rate: Miller moved, Unterkircher seconded, to pass a Resolution to hold a Truth In Taxation hearing. Motion carried.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 6:20 p.m.

Submitted by:

Approved by:

Jean K. Swain
Jean K. Swain, Recording Secretary

Carol Brown
Carol Brown, 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.