

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
OCTOBER 16, 1995
CENTRAL LIBRARY MEETING ROOM
4:10 p.m.

PRESENT

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

ABSENT

None.

ALSO PRESENT

Linda Hudson, BDLHEA rep., Jane Baldwin from Quincy and Marcia Carman from Union City.

TRUTH IN TAXATION HEARING

President Sharland opened the hearing to the public for comments.

No one from the public was present. Carol Brown stated that two people came to her and she explained the millage request to them, while Director Hutchins reported one person called her. Sharland then closed the hearing and read a Resolution (attached) as to the intent of raising the percentage of the millage. Brown moved, Miller seconded, to adopt the Resolution with the roll call vote of 6 Ayes, 0 Nays. Motion carried.

APPROVE AGENDA

Ashdown moved, seconded by Miller, to approve the Agenda with the addition of #4 Pending Business, Director's Report. Motion carried.

APPROVAL OF MINUTES

Miller moved, seconded by Unterkircher, to approve the Minutes of the Sept. 18, 1995, Regular meeting of BDLS Board as submitted. Motion carried.

-con'd.

DRAFT

CORRESPONDENCE

- Hutchins received an invitation to attend the open house for the dedication of the new addition at the VanBuren District Library on Sunday, Oct. 29 from 1 - 4 p.m.
- Hutchins reminded the Board of the Open House scheduled here on Sunday, Oct. 29, in the Heritage Room to celebrate the 125th anniversary of the Coldwater Public Library.
- An offer to bid from Mike Thompson for snow shoveling was tabled because we are going in with the bid to the court house this year with the Board's consent.
- The Branch District Library has been awarded a grant of \$1,000 from the Branch County Community Foundation to develop a grief-related resource collection.
- A letter of thanks has been written to the CPL Board for offering to assist with the cost of repairs.
- Legislative update: A bill has been introduced identifying boating infractions and offenses penalties to go to libraries.

President Sharland introduced Marcia Carman who was in attendance as a prospective Board member from Union City to replace Martha Hamp.

BRIEF PUBLIC COMMENTS

Jane Baldwin from Quincy stated that there was discussion at the Quincy Library Board meeting regarding the library millage.

FINANCES

1. Penal fine chart noted.
2. Approval of bills: Miller moved, seconded by Berg, to approve the bills. Motion carried.
3. Financial Statement: Miller moved, Brown seconded, to accept the Financial Statement as presented. Motion carried.
Sharland stated that it looks like we are pretty close on the budget, being 4% to the good. Hutchins commented that we are keeping a tight hold on it.

PENDING BUSINESS

1. Update on building repairs: Sharland received a bid from Dirschell Construction, not including grass seed, which was detailed on specifics, expecting the job to be done in November. Hutchins has written Dirschell, stating that we have accepted the bid. She has not heard from Bracy or Braman.

-con'd.

2. New policies: Hutchins presented seven proposed policies for Board discussion and approval:
 - a. Policy on authorization for use of another person's library card.
 - b. Policy on emancipated minors.
 - c. Policy on dispersal of literacy grant equipment.
 - d. Policy of authorization to sell materials & equipment.
 - e. Policy on issuance of library cards.
 - f. Policy on presentation of card to check out materials.
 - g. Policy on suspension of patrons because of overdue materials.

Brown moved, seconded by Ashdown, to adopt proposed policies with amendments. Motion carried. (See attached policies.)

3. Reports from Central & Branch liaisons:

- a. Coldwater Public Library: The October 9 meeting was postponed until Monday, October 23.
- b. Bronson: Unterkircher reported that memorial donations to the library have been coming in due to publicity.
- c. Quincy: Brown stated that Bernard Friend has replaced Max Zimmerman as Township Supervisor. Zimmerman had been working with the library board on a grant application for roof money and a handicapped entrance. Quincy Rotary has shown interest in making the library a special project with the possibility of using grants for matching funds. Quincy would like a report on Allen penal fines.
- d. Union: Hutchins visited there last week. Everything is going great.
- e. Sherwood: Looking into buying a copy machine with capital funds. At present there is no copy machine in the village at all.

4. Director's report:

- A decision has been made to grant postponement of Stephanie Davis', Bronson Branch Clerk, vacation until March without taking a penalty on her vacation accrual.
- We are making plans for training the public to use the OPAC computers when they are installed. Working on a flyer and Hutchins plans to train one-on-one.
- The reference area is being rearranged for efficiency and security for the Heritage Room.
- We are doing a very good job of meeting challenges with the on-line check out system and coping with the onslaught of new library cards.
- Hutchins distributed a request from Branch District Library Hourly Employees Assoc. regarding what they would like the Personnel Comm. to study.

-con'd.

- Coldwater Public Library Advisory Board will be selling older books at the Open House on Oct. 29. Refreshments will be served in the Meeting Room and tours will be given in the Heritage Room. Volunteers are being recruited.
- Coldwater Public Library Advisory Board applied for an archivist to come to be a consultant for one day to address some issues in regard to the management of the Heritage Room. The archivist from the U of M Bentley Historical Library will be here sometime in November.
- Hutchins, Ellen Shoun and volunteer Margaret Norton have completed a run-through on the reference books and found that with the exception of two volumes, all of the Atlases are older than 1990 and we are going to have to revamp the Atlas section of the reference department.
- The Friends Of The Library have offered to assume the cost of a number of books that will be housed in the Reference area for check out on a limited basis for students in high school and community college level on current events and social issues. The value is between \$800 and \$1,000 and we are very grateful.
- Hutchins will be preparing a proposal for Board approval on overdues prior to 1994. Policy changes are needed to forgive negligible fines.
- We are working on the technical ability of the computer to do renewals. We would like to renew all non-fiction books that are not on reserve or in high demand.
- Christie Kessler has developed a beautiful packet and met with all county Head Start in-service people. It addresses the needs of the teachers in the Head Start program.
- Hutchins mentioned the newspaper article on the appointment of Richard Sharland as the incoming President of the Woodlands Cooperative Advisory Board.
- Hutchins passed out copies of material on censorship.
- Hutchins stated that things have been extraordinarily busy, business is picking up and creating lots of challenges for us.

NEW BUSINESS

1. Appointment of Personnel Committee: Two personnel issues are coming up: the Director's evaluation and negotiating a new labor contract with the employee association. A form will be sent to each Board member for the evaluation and returned to the Personnel Comm. for summarization. Before the committee meets with the bargaining association, Hutchins will meet with the committee, Bruce Guy and Christie Kessler regarding issues on the labor contract. Sharland appointed Jeanne Berg and Carol Brown to the Personnel Committee to serve with him.

-con'd.

2. Resolution honoring Martha Hamp: The attached Resolution was read by Director Hutchins. Miller moved, seconded by Brown to adopt the Resolution honoring Martha Hamp. Motion carried with 6 Ayes 0 Nays.
3. Report on visit with Judge Coyle: Sharland and Hutchins visited with Judge Coyle who is aware of the library's needs. He figures we can look at an average of \$14,000 to \$16,000 a month in penal fines. Perhaps in three years he can re-evaluate the breakdown between the courts and the library. Miller suggested that a copy of our budget be sent over to Judge Coyle and thank him for his time.
4. Contract on heating/air conditioning service: Hutchins has decided to continue with Kirk Skinner with the Board's approval. He has given the library a greater level of maintenance at a much reduced cost over the previous company.
5. Director's evaluation: Please see New Business (1) above.
6. Follow-up on visioning long range Strategic Plan: Hutchins suggested summarizing and prioritizing the suggestions from the October 3 strategic planning brainstorming meeting and discussing them at successive Board meetings. Miller supported the idea and suggested waiting until January. He follows the Michigan Library Association on computer and heard about mission statements for library boards separate from the mission statement for their library. Discussion followed on other ideas from the Oct. 3 meeting. Ashdown suggested that the people who attended the Oct. 3 meeting and left early be given the opportunity to sign up to participate in future meetings. Hutchins plans to send thank you letters to people who attended and will mention it. Hutchins will place a book in the collection in honor of Jan Storrs who was the facilitator.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 5:15 p.m.

Submitted by:

Approved by:

Jean K. Swain
Jean K. Swain, Recording Secretary

Carol Brown by Mary & Hutchins
Carol Brown, Board Secretary