

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES

NOVEMBER 20, 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

Dick Smolinski, BDLHEA rep., and Jane Baldwin from Quincy.

APPROVE AGENDA

President Sharland told Director Hutchins she had the right to request an Executive Session if she chose, to discuss (Pending Business #4) Director's Evaluation. Hutchins preferred a public session.

Sharland suggested that New Business #6 (Adjourn To Closed Executive Session) be placed after Extended Public Comments. Miller moved, seconded by Brown, to approve the Agenda as amended. Motion carried.

APPROVAL OF MINUTES

Ashdown moved, seconded by Unterkircher, to accept the Minutes of the October 16, 1995, Regular meeting of BDLS Board as submitted. Motion carried. Berg moved, seconded by Brown to accept the Minutes of the BDLS Personnel Comm. meeting of October 31, 1995, as submitted. Motion carried.

CORRESPONDENCE

1. Received a letter from Dick Smolinski representing the BDLHEA, regarding re-negotiating the Agreement with BDLS.
2. Received notification from Patricia Kline, Chairperson, Community Foundation Grant Comm., awarding BDLS a \$1,000 grant for the purpose of developing a grief-related resource collection.
3. Received a letter from Campbell, Kisterer & Co., CPAs, from Bay City asking that their firm, which specializes in municipal audits, be considered for auditing services. This will be placed on file.

-con'd.

DRAFT

4. Hutchins has details on legislative update from MLA which is monitoring Rep. Nye's proposal on court reform and its impact on penal fines.

5. Hutchins recommended that a communication from TransWorld Systems, Inc., a collection agency, be placed on file until the computer gives us a clearer picture of overdues.

6. Received a letter from Coldwater Township Supervisor, John Kopacz, regarding an Industrial Facilities Tax Exemption application hearing which states that the law requires a taxing unit be given ten days notice of such hearings. Because the library did not receive a notice, Hutchins signed and faxed a waiver of the 10 days notice back to Kopacz. Hutchins will discuss the matter of the library receiving notices of tax exemption application hearings with the City Clerk.

7. Hutchins has a copy of an article from the Nov. 15, 1995, issue of Library Journal titled "Board Games" which examines the Trustee/Director relationship. If anyone wants a copy, please let her know.

8. Litchfield, MI. passed a one mill levy, generating \$33,000 a year for the Litchfield District Library.

9. New publication regarding trustees titled "Trustee Voice" was passed around.

10. Received further information regarding what stance the Michigan Library Assoc. will take re the Mich. Information Network, (MIN), which is working on telecommunications.

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Penal fine chart. Sharland noted that it looks like the June/July amount was the result of past penal fines being collected. Berg requested that beginning in 1996, the Penal Fine Chart have a column showing "anticipated budget figure for the year".

2. Approval of bills. Miller moved, seconded by Brown, to pay the bills as presented. Motion carried. Discussion followed regarding service and bills for the heating system.

3. Financial Statement: Ashdown moved, seconded by Miller, to accept the Financial Statement as submitted. Motion carried.

PENDING BUSINESS

1. Update on building repairs:

- Dirschell Construction has completed work on the west side of the building and the bill will be submitted to the Coldwater Library Board for payment as the CPL Board agreed. We were pleased with Dirschell's response. -con'd.

- Hutchins has talked with Mr. Braman from Braman Roofing. They will not be able to complete the work until next spring. However, in the meantime, they will respond if leak problems occur.

- Bracy & Jahr will not be able to work until later. Sharland suggested that when the new landscaping project is done, the eavestroughing be run up high and over into shrubbery to get the water away from the building and to prevent the eaves from being run over with the mower. Hutchins will discuss this with the Friends Of The Library for their project with the Rotary Club.

2. Reports from Central and Branch liaisons:

a. Coldwater Public Library: Ashdown reported there have been two CPL meetings since our Board last met. The Open House was arranged and so far \$799.00 has been earned from the book sale. An archivist will visit on Nov. 29. Notepaper is now for sale. They have discussed putting Civil War books on CD-ROM and buying materials for the Heritage Room.

b. Bronson: They are working on "dumb barcoding".

c. Quincy: Status quo. Working with Rotary Club about a project.

d. Union: Working on "dumb" barcoding.

e. Sherwood: Has a new copy machine, the only one in the Village. W. S. Reed Co. donated a base stand for it. The new carpeting looks nice. Mr. Robbins fixed a concrete pad for a book return drop box.

f. Alganssee: The library has some new furniture.

3. Director's report:

- Attended the MLA meeting in Grand Rapids in early November, which attracted over 800, the highest attendance ever.

- Had a conversation with Mr. Mayer from the Community Foundation about exploring the possibility of directing donations to the library. Hutchins faxed him a list of some of our needs which included staffing the Heritage Room, an endowment to maintain the building, and collections we could use money for. Hutchins asked the Board to let her know how they want to handle it. Should contributions be directed to the library, the Board will be the accepting body. Discussion followed concerning the advantages of an endowment.

- Internet User Groups are starting. Bruce is also working with the County Technology Committee on grants.

- We have two OPAC card catalogs on the first floor waiting for electricians to give advise before hooking them up. Hutchins will train the public in their use.

- We need a long range plan to arrange the computers on the reference floor due to wiring problems.

-con'd.

- Hutchins and Kessler have exchanged liaison roles; Mary is working with the Friends of the Library and Christie with the Literacy Council. The Friends are interested in following through with the ideas from the visioning session held in October.

- Suggested our Board be in closer contact with the governing Boards from the Branches. It is important to be uniform on policies and to hear local concerns.

- Passed around papers showing three different ways in which our penal fines are impacted. Hutchins will be in touch with Judge Coyle.

- Mary will call the Library of Michigan to ask about an error published in LOM's "Access" on pg. 5 which shows an incorrect penal fine figure in "Branch County 1995 Total Distribution to Public Libraries".

4. Director's evaluation:

Berg reported that the Personnel Committee met prior to this Board meeting and looked over six evaluations of Mary from the Board members, all of which range from satisfactory to superior in all categories with several favorable comments.

NEW BUSINESS

1. Resolution on 1996 meeting dates:

Miller moved, seconded by Brown, to adopt the Resolution as presented. Motion carried. 6 Ayes 0 Nays.

2. 1995 Engagement papers from Rumsey & Watkins:

Hutchins explained this is a routine document which was overlooked and now needs signing. Miller moved, seconded by Ashdown, to sign the letter from Rumsey & Watkins for financial services for the 1995 year. Motion carried. Discussed costs of accounting services. Hutchins said that Willard Library in Battle Creek contracts with Calhoun County Intermediate School District and that she talked with Business Manager Campbell from Branch County Intermediate. It is possible we will want to look into other options at a later date. Hutchins also explained the professional services billing.

3. Snow removal contract:

The county allowed us to piggy-back the snowplowing bid along with the courthouse bid. We decided to award it to Thompson Co. as did the courthouse for simplicity of servicing.

4. New policies:

- a. Policy on proportion of operating budget for library materials: Hutchins explained the Board could postpone this decision until they see the final budget. She prepared a comparison chart with VanBuren County for study. Miller moved, Berg seconded, to table this policy for a month. Motion carried.
- b. Policy on staff use of Internet: After discussion, Miller moved, Brown seconded, to adopt the policy as amended. Motion carried.

5. Tentative 1996 budget:

A long discussion concerned revenues and expenditures. The Board discussed the possibility of allocating only 1/8 of the total revenues to capital expenses. This would make a slight increase in the operating budget, which is extremely tight. There was discussion of how the budget was presented to the public during the millage campaign and what the townships reaction would be to a slight change. Discussed what we need to do as far as staffing is concerned. It was noted that we do not have a contingency fund. The final 1996 budget will be adopted at the Dec. Board meeting.

EXTENDED PUBLIC COMMENTS

None.

NEW BUSINESS, CON'D.

6. Miller moved, supported by Brown, to adjourn to closed executive session for the purpose of bargaining. 6 Ayes, 0 Nays. Motion carried.

Tim Miller left at 6 p.m.

RECONVENE REGULAR BOARD MEETING

Ashdown moved, seconded by Brown to reconvene the Regular Board Meeting. Motion carried. 5 Ayes 0 Nays.

ADJOURNMENT

Ashdown moved, seconded by Unterkircher to adjourn at 7:05 p.m. Motion carried.

-con'd.

Submitted by:

Approved by:

Jean K. Swain
Jean K. Swain, Recording Secretary

Mary Nuttall for 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.