

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
MAY 20, 1996  
UNION CITY TOWNSHIP LIBRARY  
5:00 p.m.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Carol Brown, Marcia Carman, Richard Sharland (6:28 p.m.), John Swanson (5:15 p.m.), Jeanne Unterkircher and Director Mary Hutchins.

ABSENT

None.

ALSO PRESENT

Linda VanWormer, Union City Branch Manager.

APPROVE AGENDA

Ashdown moved, Carman seconded, to approve the Agenda with the addition of #5 Pending Business, Bruce Guy's report and moving it to #1; also to add #5 New Business, Chamber Of Commerce request. Carried.

APPROVAL OF MINUTES

Unterkircher moved, Carman seconded, to accept the Minutes of the April 15, 1996 Board meeting. Carried.

Ashdown moved, Unterkircher seconded, to approve correction of March 18, 1996, BDLS Board Minutes under Director's Report #3 instead of "three times a year" correct to "once a month".

CORRESPONDENCE

1. Notification from the Dep't. of Education re the \$35,000 grant to work with Literacy Council: there is no more funding of this type grant.

2. Woodlands Coop. items:

a. Quill statistics for the first 7 months show 45,500 requests for interlibrary loan. Jim Seidl said that this has tripled in his four years which means a lot of satisfied patrons.

b. Library Privacy Act has been amended for overdue notices which now requires permission of person responsible for payment of material before information can be released to collection agency.

-con'd.

3. Woodlands was not awarded a federal grant for digitizing historical documents. There was too much competition for too little funds. Jim Seidl will continue to look for other funds because it is a very worthwhile project.
4. For the first time we received a notice from City of Coldwater regarding tax abatement and from Quincy Supervisor Bernard Friend received a notice that Crotty Corp. has applied for industrial facility tax abatement, all of which reflects on our millage rollback.
5. On the Agenda of the Branch County Supervisor's meeting tonight is "further action required regarding township ordinance enforcement". Results point to revenue shortfall for library because we would not receive the penal fines from district court.
6. Annual report of City of Coldwater regarding township ordinances show they did receive and are planning to receive this revenue which accounts for erosion of library revenue again in penal fines.

#### BRIEF PUBLIC COMMENTS

None.

#### FINANCES

1. Approval of bills: Brown moved, seconded by Carman to approve bills. Carried.
2. Financial Statements: Brown moved, seconded by Ashdown, to accept March and April Financial Statements. Carried.
3. Penal fines chart noted.

#### PENDING BUSINESS

5. Bruce Guy's report:
  - a. Internet dial-in last month was 6,328 hours; users were 146 compared to 46 a month previously due to price increase effective May 1. Total April fees were \$9,000 with 560 users to 5-1-96. A total of 40 lines will be available July 1.
  - b. Swanson moved, Berg seconded, to support Guy's recommendation to purchase six additional lines for the Internet, using the funds from the existing users fee amount. Carried.
  - c. Ameritech reimbursement of overcharging has been used for four modems.
  - d. Brown moved, Swanson seconded, to approve Guy's recommendation to send a letter to Merit by June 3, 1996, to pick up support of four lines starting August, 1997. Carried.

-con'd.

1. Painting Contract:

a. Received three estimates plus bid from Perez's colleague for porch.

1. Bob Perez Construction-painting, old part \$13,000.
2. Andy Richards-painting old part 17,900.
3. Saur Restorations, painting old part 12,887 plus \$500-\$1,000 for front porch cosmetic repair
4. Perez' colleague porch work 10,300.

b. Much discussion on the bids, references, time frame of work and the Friends of the Library outdoor project.

c. Berg moved, Ashdown seconded, to accept the Saur painting bid along with the porch repair bid, total not to exceed \$13,887. based on the library's time frame, weather permitting and upon further review of additional references. Ayes 6, Nays 0 Absent 1. Motion carried. Hutchins will contact references and talk to Bill Stewart to help work up a satisfactory contract.

2. Management of financial affairs: Regarding full-time hire of Amy Harmon for in-house accounting, the Personnel Committee recommendation was not to bring accounting in-house and stay with Rumsey & Watkins for the time being, mainly due to questions of expenses and timeliness of so doing.

3. Liaison Reports:

a. Coldwater Public Library: Status quo.

b. Bronson: Their childrens' books are all bar coded - the Summer Reading Program is being promoted - there is a new volunteer on board, Elaine Woodcox. They have a real concern about the penal fines.

c. Quincy: Chairman Jane Baldwin is going to a grant seminar - the Quincy Rotary has donated their raffle money of \$4,080 to the library as a start of seed money for the roof and lift project - patio blocks are being placed in front of the bookdrop. Concerns are the book budget and comp time that needs to be taken from work time.

d. Union: Happy over the more spacious look but very concerned over not getting more books to keep up with the collection. Brief discussion on their memorial program.

e. Sherwood: Carolyn's foot surgery has slowed her down.

f. Alganssee: Status quo.

5. Director's Report:

a. Summer Reading Program announcements out.

b. Trustee hand out.

c. Installment copy of Chamber of Commerce contract - all have copy.

d. Look for the signed copy between BDLS and BDLHEA accepted at the March 18, 1996, meeting and give it to Hutchins.

e. State librarians search is down to three excellent choices. Hutchins was quite happy with interviews.

f. Gas scare at Central but gas company found nothing. Hutchins suggests all branches have their furnaces checked yearly and buy carbon monoxide detectors.

g. Regarding Lois Voss' request for old computers: Brown moved, Ashdown seconded, to donate computers no longer used to Girard School. Carried.

h. Silent auction - bids for surplus paintings okayed.

i. Need to decide on insurance bids at June meeting.

j. Edwin Clarke's great granddaughter is moving back to Coldwater. Mr. Clarke donated this building to be used as a library.

k. Rhonda Galvin and Stephanie Davis are at the beginning workshop this week at North Central MI College and will come back certified by Library Of Michigan and with new ideas.

l. The need for large print books has not been met due to our book budget. Idea from Jeanne Berg: Lion's Club could be approached to fill this need.

m. The Scott Brayton tragedy brought in many calls on where the funeral was, flower information, etc., illustrating that the public looks to the library for many kinds of information.

n. A global awareness, multicultural group came through the library.

o. Ron Knapp, Union City author, donated his books to the Union Township library.

p. Christie Kessler's report on branches' help with barcoding: very pleased with progress.

#### NEW BUSINESS

1. Annual Report is pending.

2. Report on District Library meeting: District Library meeting in Howell report is included in this month's package. Richard Sharland, who went with Mary, added that most libraries represented had just formed or are forming districts and encountering similar problems as we have.

3. KCC Contract: An addendum to the present contract is up \$400. more, total to be received is \$4,516. and covers July '96 - June '97.

4. Art Club proposal: Carman moved, Unterkircher seconded, to accept Art Club proposal to display one painting per month at the library, based on Director's approval. Carried.

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5. Chamber Of Commerce request: Swanson moved, Carman seconded, to split the cost of a \$150. legal service bill for the Internet Expansion Project contract. Carried.

#### EXTENDED PUBLIC COMMENTS

Jane Baldwin: 1. In reference to Union's comments on their memorial program, the Quincy memorial program took some 20 years to blossom and it did so through word of mouth, putting donations "in memory of" or "in honor of" in the newspaper, contacting various businesses to do this for employee's birthdays. 2. The Lion's Club in Quincy does give money to Quincy Library for large print books.

#### ADJOURNMENT

Swanson moved, Carman seconded to adjourn at 7:17 p.m. Carried.

Public Meeting  
May 20, 1996 7 P.M.

Rev. Gaylon Majors came to offer his support to the library, especially for the community youth. He also will contact people to get the large unused voting machines removed from the Union Township library to make room for a kids' area.

Submitted by:

*Nancy Hutchins 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.