

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
SEPTEMBER 16, 1996  
QUINCY LIBRARY  
5:00 p.m.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Carol Brown, Marcia Carman, Richard Sharland, John Swanson, Jeanne Unterkircher and Director Mary Hutchins.

ABSENT

None.

ALSO PRESENT

Linda Johnson, Quincy Branch Manager.

APPROVE AGENDA

Brown moved, Unterkircher seconded, to approve the Agenda. Carried.

APPROVAL OF MINUTES

Ashdown moved, Carman seconded, to accept the Minutes of the August 19, 1996, Board meeting. Carried.

CORRESPONDENCE

1. Waiver of lien re: Saur Restoration & Sherwin Williams.
2. Notice of tax abatements from City of Coldwater for Panel Processing & Braising Concepts.

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Brown moved, Berg seconded, to approve bills. Carried.
2. Swanson moved, Berg seconded, to accept the August Financial Statement and place on file. Carried. On target with most accounts but note Professional Service account.
3. Penal fine chart noted. \$4,500 annual law library cost taken out.

-con'd.

DRAFT

PENDING BUSINESS

1. No one from the community came to the public meeting at Alganssee.

2. Liaison Reports:

a. Coldwater Public Library: Ashdown went to the meeting and reports that some old books have been sold, an inventory of old newspapers and Coldwater annuals is being done. The Civil War books in the Holbrook Heritage Room will be sold because CD ROM is available.

b. Bronson: Status quo.

c. Quincy: The grant project will get underway now that Barb Carlie is finishing Quincy Village project. Jim Seidl from Woodlands will come to look at the library and review the blueprints, especially for the roof project. Quincy Township will put up some \$50,000.

d. Union: Linda is very pleased with the books from the grant; received a complete set of Polacco books and now has enough to donate some to Sherwood Branch.

e. Sherwood: Dehumidifier is helping.

f. Alganssee: Status quo.

3. Internet account report:

a. Mary Cook conversed with Amy Harmon to get the start up money from 1995 for the newly created report "Special Revenue Fund".

b. Hutchins gave Guy's report:

1. Quincy LATA will be changed by first of year which will reduce phone expense.

2. Past 650 people, 4-6 new lines required; renewals and new accounts will keep us ahead.

3. Hardware basically okay at this point.

4. Pending Reserves Policy Committee recommended to continue with the unified system where all reserves are available to whole district and to adopt a 3 week loan period. Berg moved, Ashdown seconded, to adopt the concept of standardized three week loan period with one renewal of no reserves, and put into effect when technology is ready. Carried. Hutchins and the committee will draft final wording and PR will be done.

5. Director's report:

a. Going on vacation, 2 week period starting 9-17-96. Everything in order to go.

b. Painting is going extremely well. The west window at top is repaired. Patron commented on the amount of books that could have been bought with this money. Hutchins explained concept of maintenance for which we are responsible.

-con'd.

- c. Mr. Braman has not fixed rain gutter and there is need for a downspout. Hutchins will ask for an estimate from the painter Mr. Saur who is licensed for this work.
- d. The three big branches have received 160 new books each from the literacy grant.
- e. From Branch County Community Foundation Youth Advisory Committee, Hutchins has asked on behalf of the branches, \$1,000 for children's books.
- f. Grant application completed for \$500 to Union City for Christian fiction and \$250 to Bronson to beef up collection of books on common illnesses.
- g. Two weeks ago there was a "fire" in the men's room but identification of person was pending.
- h. Short staffing always a problem especially at prime vacation time.
- i. Spare computers will be donated to school - check with Girard and possibly other schools in district.
- j. Berg moved, Unterkircher seconded, to approve Ellen's continued employment. Carried. Personnel Committee will look at this policy for correctness (approving employment after age 70) year by year.
- k. Hutchins & Brown reported on meeting with Jeff Dean at Dean Insurance Agency.
  - 1. Will get a Workmen's Comp. established.
  - 2. Brown moved, Ashdown seconded, to get appraisal of inventory by Mr. Havenaga from Deyo Assoc. Carried. The initial inventory cost will be \$1,100 with \$150 annual update. Some of the expense may be charged to Internet Special Fund.
- l. Re Gaylord problems: Hutchins will attend MLA update meeting and will bring up need for better accountability from Gaylord.
- m. Discussed Revenue Survey.
- n. City penal fines increasing; these parallel ordinances don't go through District Court so libraries don't get that penal money.
- o. BDL's Friends Of The Library gave a start-up fund of \$500 for extra copies of in-demand books.
- p. Informed Board of pressure groups telling libraries what kinds of books go in libraries.
- q. Met new State Librarian, George Needham, who has a public librarian background.
- r. Issue of breaktime (15 min. every 4 hours) - doing the best we can do. Confirmed by Board.
- s. Need Internet policy on employee use of library equipment. Will talk with MLA.
- t. Unterkircher will find out if City of Bronson has taken to writing own penal tickets to increase their retirement fund as Hutchins had been informed.

-con'd.

- u. On Monday 9-9-96, fifty-five questions were answered by the reference room.

NEW BUSINESS

1. Berg moved, Brown seconded, to adopt proposed 1997 library closings as submitted. Carried. Re: Saturday, July 5 - make a floating holiday.
2. Invite people from the October, 1995, strategic planning meeting to the public meeting after the October, 96, Board Meeting.
3. Berg moved, Brown seconded, to send endorsement letter of support to county for Richard Sharland to continue on Board. Carman will not seek appointment.
4. Swanson moved, Berg seconded, to adopt Resolution For Public Hearing re millage. 7 Yes 0 Nays. Carried.
5. Berg will call J. Swain to send out director's evaluation form.
6. Hutchins will get options of date to meet with Judge Coyle.
7. Personnel Committee scheduling:
  - a. BDLHEA: Dick Smolinski was notified in August of agenda. Any changes need to come to the Board 90 days before expiration of contract. Personnel will meet.
  - b. Set up meeting with Hutchins, Guy, and Kessler re Internet fund and proposed personnel.
  - c. Review "over 70" policy.

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

Question on insurance: Are all books and materials covered even those owned by the branches?  
Need a policy on this.

ADJOURNMENT

Adjournment: 7:05 p.m.

Submitted by:

Carol Brown  
Carol Brown, Board Secretary