

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
FEBRUARY 17, 1997

5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Jeanne Berg (arrived 5:15) and Rosemary Smitley (excused).

ALSO PRESENT

Richard Saur of Saur Restoration.

APPROVE AGENDA

Swanson moved, Brown seconded, to approve the Agenda with changes of order and addition to New Business. Carried. Change of order: New Business #2 to after Approve Agenda.

Seating of Board Member, Rosemary Smitley, postponed due to absence while on vacation.

NEW BUSINESS

2. Saur report on building and proposal for further work.
 - a. Questions answered on additional gutter and repair.
 1. Bid reflects bid on new part.
 2. Agreed to Saur's discretion of priority work.
 3. Saur suggested that the Board consider a continuing maintenance program due to more problems he could see as he did the summer restoration project.
 - b. Swanson moved, seconded by Unterkircher, to accept Saur's bid as discussed, with initialed addition. Carried.
 - c. Coordinating with the Garden Project.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Ashdown moved, Unterkircher seconded, to accept Minutes of the Jan.20, 1997, Board meeting with clarification on # 1 & 2 of Pending Business: Omit from comma to end of last sentence, and add "no meeting has been scheduled at this time". Motion carried.

-con'd.

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CORRESPONDENCE

1. Jim Seidl informed us that BDLS's share of the Summer Reading Program Grant is \$150.75, down from 1996 but the Friends will make a donation to offset this.
2. From Gaylord: New product, Polaris, but we are assured that our system Galaxy will continue to be maintained. Better service has been an ongoing concern and now this change.
3. From City of Coldwater/Assessor Boguth: Brazing Concepts has applied for an Industrial Facilities Tax Abatement.
4. Due to considerable furnace repair past and future, Aker, Inc. has submitted a proposal to replace the one large existing system in the mechanical room on the east side of the 2nd floor with four new Bryant furnaces and equipment at a cost of \$23,470.00 with an estimated cost savings of 25%. Need to consider furnace action as part of Strategic Planning.

Note: Mr. Saur returned with initialed copies of contract. Richard Sharland signed.

FINANCES

1. Berg moved, Swanson seconded, to approve bills. Motion carried.
2. Brown moved, Ashdown seconded, to accept Financial Statement. Carried.
3. Penal fine chart noted.
4. Updated Internet account report noted.

PENDING BUSINESS

1. Berg moved, Brown seconded, to go into Closed Session for the purpose of discussing status of negotiations with BDLHEA. Ayes: 6 Nays 0 Absent 1. Carried.
2. Brown moved, Unterkircher seconded, to reconvene to regular session. Ayes: 6 Nays 0 Absent 1. Carried.
3. Discussed Part I of the Strategic Plan.
 - a. Basically a four-part two year plan.
 - b. Will study and discuss parts and adopt as whole.
4. Liaison Reports:
 - a. Ashdown reported that Coldwater Public Library has had many donations received for Heritage Room in memory of Phyllis Holbrook.
- The genealogy presentation by Carole Callard was well attended by 50 people. - Intention to purchase a three volume set on early New England families.

-con'd.

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b. Bronson: Unterkircher reported that Carole Maddox wrote an article for the Bronson paper on the Literacy Grant books. It should also be in the Union City paper. - Lots of activity with tax forms.

c. Quincy: Brown reported that work has begun on the library roof. - Ongoing work with Barb Carlie, grant writer. - Pet parade article which Hutchins sent in was published in the National Public Libraries magazine.

d. Union: Hutchins reported that Rosemary Smitley is still on vacation. - Rhonda Galvin has resigned. An ad was answered by 8 applicants, screened to 5, by Hutchins and Linda Grill. Linda VanWormer made the final selection who is Patricia Kaniewski. Linda Grill will do the training.

e. Sherwood: Has new books.

f. Alganssee: Also has new material.

5. Director's report:

a. 4,634 new titles have been added to the database with assistance of the branch people. This is a 58% increase over 1995. Also, 5,963 new item records, which is a 50% increase.

b. Close to 1,000 Internet users; 67 lines, total. There is no problem with a commercial vendor coming to Branch County. Sharland, Guy and Hutchins will soon meet with Board of Public Utilities to hopefully collaborate services.

c. We've had a nice patron satisfaction survey.

d. Go out for more furnace bids.

e. Jepson Electric will check on a problem with outside lights.

f. Insurance appraisal showed new computers and equipment not covered. Hutchins and Brown will see Jeff Dean for a bid. Will get other bids at expiration date.

g. Have broken attendance records. On Farmers' Day alone we had 799 people, a total of 2,447 people that week.

h. Database update: up to 70,000 volumes and on-going.

i. Comparison of collection with other libraries shows BDLS pretty much at the bottom.

j. New reference aide is helping a great deal. Another temporary person will be added for 9-10 hours. -con'd.

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- k. Catching up with backlog of Technical Processing.
- l. A lot of the staff out due to funerals.
- m. No complaints about Sunday closings.

NEW BUSINESS

- 1. Audit: David Rumsey will make audit presentation at March meeting.
- 3. Swanson moved, Ashdown seconded, to approve the Drug Free Workplace Policy. Carried.

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment: 7:20 p.m.

Submitted by:

Mary Hitchens 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.

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