

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
MARCH 17, 1997
24

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

Jeanne Berg, Carol Brown, Richard Sharland, John Swanson and Director Mary Hutchins.

ABSENT FOR ROLL CALL

Marilyn Ashdown (arrived 5:15 p.m.); Jeanne Unterkircher (excused); Rosemary Smitley (excused).

ALSO PRESENT

David Rumsey of Rumsey & Watkins.

APPROVE AGENDA

Swanson moved, seconded by Brown, to approve the Agenda as rearranged.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Swanson moved, seconded by Berg, to accept the Minutes of the Feb. 17, 1997, meeting as submitted. Motion carried.

CORRESPONDENCE

1. MLA Legislative Update informs us that the Library Of Michigan is getting only a 1.3% raise this year.
2. We've signed a contract with KCC effective 7-1-97 - 6-30-98 with KCC paying us an increase over last year, to be put into purchase of reference books. Our annual reimbursement will be \$5,306 paid in two equal payments.
3. Attorneys bill.
4. Gerald Boguth communication re an Industrial Facilities Tax Abatement for Imco and for Brownfield Project, expected to have little effect on the library.

-con'd.

FINANCES

1. Approval of bills. Berg moved, seconded by Swanson, to pay the bills as presented. Motion carried.
2. Financial Statement: Brown moved, seconded by Swanson, to accept the Financial Statement as submitted. Motion carried. Rumsey explained that costs prohibit including all information every month.
3. Penal fine chart noted and placed on file.
4. Internet account report noted and placed on file.

PENDING BUSINESS

1. Audit report: David Rumsey reviewed various sections of the Audit. Discussion followed re Deferred Comp plan, liability and possible changes. Went over the Combined Balance Sheet and discussed Capital Projects Fund. Rumsey recommended keeping capital projects all in the Capital Projects Fund and transferring from the General Fund to Capital Fund if needed, which would need Board approval. Library did a good job of staying within the budget. Grant reports were also reviewed. Swanson moved, seconded by Brown to approve Audit. Carried.

NEW BUSINESS

2. Summer schedule: Brown moved, seconded by Ashdown, to approve the summer schedule as proposed. Carried. Summer schedule: Monday 10-8; Tues. & Wed. 9-5; Thurs. 9-8; Fri. 9-5; Sat. 9-4.

PENDING BUSINESS

2. Merit contract meeting: Sharland reported on a meeting he and Hutchins had attended at Woodlands in which Merit updated the Internet contracts with the participating libraries.
3. Report on LSTA hearing: Sharland reported on a meeting at KCC he and Hutchins had attended. It was a hearing conducted by our new State Librarian, George Needham, who is seeking input on new federal grant proposals. One proposal is for the Library Of Michigan to contract for a statewide on-line periodical base which could be accessed by all libraries in the state at very affordable prices. This proposal appears promising and there was much approval indicated for it.

-con'd.

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4. Report on "Kids Can't Wait" meeting: Ashdown reported on the meeting in Flint sponsored by the Michigan Library Assoc. on "Kids Can't Wait". Also attending from Branch County were Christie Kessler, Headstart staff person Patti Walter and Mary Hutchins. Ashdown was particularly impressed by the emphasis on "Success By Six" and "Children With Potential" rather than "Children At Risk". Ashdown wishes to see us do more continuing education on this in cooperation with educational institutions.

5. Report on automation: Bruce Guy will give a report next month. Hutchins had concerns re GTE's poor service on installation scheduling for added Internet modems.

6. Strategic Plan, Part II: Hutchins discussed short and long term plans including possible changes in the physical lay-out of building and departments to be more efficient and useful.

7. Reports from Central and Branch liaisons:

a. Coldwater Public Library: Swanson reported on the megalethascope at the Wing House. The Coldwater Board wishes to get copies of donations related to research that the Wing House receives, i.e. family histories. Sculptures, etc. need to be better inventoried and tracked. Brown questioned insurance coverage. The Coldwater Board is discussing insurance on the items they are responsible for. The Coldwater Board plans a luncheon for volunteers.

b. Bronson: Hutchins reported the Summer Reading preparations are starting.

c. Quincy: Linda Johnson will be leaving but not sure when. Linda Hudson is helping several hours a week for now to gear up for current projects and make sure the new librarian doesn't inherit a backlog.

d. Union: The new Branch Clerk, Patricia Kaniewski, is working out great. Patti Walter from Headstart has good ideas and is a possible future Board candidate.

e. Sherwood: Trying to get Story Time started.

f. Alganssee: Hutchins visited last week.

8. Director's report:

- Aker bid for new furnaces: Board suggested getting additional bids now on "when, what is needed and the cost".

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- National Library Week is April 13 - 19. Plans for "Log-On" day are scheduled in Coldwater on April 16 and in Bronson on April 19.
- CPR training is being offered on May 3. The staff will be reimbursed if they attend.
- Library usage and reference questions are up. Hutchins has statistics.
- Barbara Olds, new employee, is training on the reference desk.
- The All-Tronics Company has been working on our fire alarm system. Trouble possibly related to an electrical problem.
- All policy and procedures are being documented and employees are being asked to initial memos, etc. Several personnel concerns have come up.
- Saur Contract: Mr. Saur wants to use galvanized material for the gutters. Sharland asked for an estimate of the changes and possible painting of stained areas.
- More childrens' programs are being done by Christie Kessler with the help of new part-time employees.
- Noted Adrian's book budget compared with ours. Lenawee County's book budget is much larger than BDLS.
- We now use "fast ordering system". Linda Grill orders once a week. We're using Friends funds for duplicate best sellers. No recent branch complaints on reserves.
- Hutchins has had to ask Pansophia for better supervision of students and smaller groups.

Marilyn Ashdown left meeting at 6:40 p.m.

- Employees are being sent to workshops for continuing education on reference, childrens' selections and weeding.
- Insurance bids are needed for commercial coverage. Swanson recommended sending out letters to all agencies asking them to respond if interested in bidding.
- 246 new borrowers were registered in February.

NEW BUSINESS

1. Recognition of library volunteers: Annual dinner is planned for Friday, April 18. Hutchins would like Certificates Of Recognition from the Board. Board agreed.

EXTENDED PUBLIC COMMENTS

None.

-con'd.

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ADJOURNMENT

7:35 p.m. Swanson moved, seconded by Brown, to adjourn. Carried.

Submitted by:

Jeanne Berg, Vice President for
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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