

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
APRIL 21, 1997

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Richard Sharland, Rosemary Smitley,
John Swanson, Jeanne Unterkircher and Director Mary Hutchins.

ABSENT FOR ROLL CALL

Carol Brown (excused).

ALSO PRESENT

Jane Baldwin, Quincy.

- Seating of Rosemary Smitley, Union Township Trustee

APPROVE AGENDA

Swanson moved, seconded by Ashdown, to approve the Agenda with the date of the March meeting corrected to March 24. Carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Ashdown moved, seconded by Unterkircher, to accept the Minutes of the Mar. 24, 1997, meeting as submitted. Motion carried.

CORRESPONDENCE

1. Thank you letter from Jeanne Moeller for volunteer dinner.
2. Notice of tax abatement request for CSM Industries.
3. Richard Straw from BPU: estimated cost of surge protection for the library's technology system is \$2,000 - \$4,000.

FINANCES

1. Swanson moved, seconded by Unterkircher, to approve bills. Carried.
2. Berg moved, seconded by Ashdown, to note and place on file the financial statement, penal fine chart & internet account report. Carried.
- Hutchins handed out the Annual Report. -con'd.

DRAFT

PENDING BUSINESS

1. Richard Saur provided a \$2,232.00 bid to repair, reline and increase capacity of gutters and painting. Swanson moved, seconded by Berg, to approve the additional expense. Carried.
2. Strategic Plan, Part III Staffing Issues. Hutchins reviewed goal of staffing all sites to maximize service in the most efficient manner.
3. Reports from Central and Branch liaisons:
 - a. Coldwater Public Library: No report because the meeting was changed from April 14 to today. Hutchins stated that a microfilm demonstration is planned for May meeting.
 - b. Bronson: Poor turn out for the April 19 "Kids Log On Day". A dinosaur count contest is being held. Carole Maddox plans to attend Rural Libraries conference in Traverse City.
 - c. Quincy: Brown not available for report. Jane Baldwin reported on the roof and tuck pointing project paid for by Quincy Township. There are concerns regarding grant writing.
 - d. Union: Rosemary Smitley reports there are no concerns at the present time.
 - e. Sherwood: Hutchins reported that the childrens' program is still being worked on and Carolyn has a new volunteer, Martha Ritter.
 - f. Alganssee: Roy Dove passed away today. A library employee will represent the library at his funeral.

- Marilyn Ashdown excused to leave meeting early.
4. Director's report:
 - a. Coldwater had a good turn out for Kids Log On Day; Bronson's turn out was poor.
 - b. Hutchins will be on vacation from April 23 through May 4.
 - c. Discussed plans for Alma Marquardt's internship.
 - d. Discussed telecommunications cost concerns.
 - e. Recent repairs were needed for the furnace, security gate, & circuit board. A system alarm has been installed to the northeast fire door. Possibility of more alarms needed.
 - f. Testing is being done for staff accountability relating to computer use. The branches were tested in April and central desk staff will be done in May.

-con'd.

Results will be given to the Board's Personnel Committee. Recommendations will be brought to the Board regarding staff.

- g. Customer service issues and staff meetings are being addressed. Some resistance from some staff members on attending staff meetings.
- h. The summer schedule was out April 1 to allow staff time to arrange trades during summer vacations.
- i. Working on the project of barcoding videos.
- j. No Board objection to Renee Hardy's vacation time taken later if necessary due to Linda Johnson's leaving.

NEW BUSINESS

- 1. Policy on discontinuing public FAX service. Swanson moved, seconded by Unterkircher, to discontinue fax service to the public. Carried.
- 2. No closed session to discuss BDLHEA/BDLS negotiations. Sharland updated Board on employee bargaining process. A state mediator coming 4-22 to meet with both sides.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting was adjourned at 7:20 p.m.

Submitted by:

Nancy Hutchins for Secretary
Jeanne Berg, Vice President for
Carol Brown, Board Secretary

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