

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
AUGUST 18, 1997

CENTRAL LIBRARY MEETING ROOM  
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Rosemary Smitley, (excused).

ALSO PRESENT

Havel Bros. Reps. Tim Kerkstra & Donna Kiley; BDLHEA rep. Judy Deeren and Jane Baldwin from Quincy.

APPROVE AGENDA

Brown moved, Swanson seconded, to approve the Agenda with addition of #6 Shelving at Quincy to New Business and moving Pending Business #3 to beginning of meeting. Carried.

PENDING BUSINESS

3. Heating/cooling/energy proposal of Havel Bros., presented by Tim Kerkstra:
  1. Evaluated energy saving potential & guarantee.
  2. Provided solutions to operational & financial issues of the mechanical problems of the library building.
  3. Discussed service and maintenance contract & cost. A flat rate & emergency calls charge will be provided.
  4. Discussed their aid on finding financing.
  5. Defined performance contract.
  6. Hutchins noted the present contract with Aker ends 9/30/97.
  7. Hutchins informed Board of good references of Havel Bros.
  8. Swanson moved, Berg seconded, to accept Havel Bros. proposal to proceed with retrofit lighting & furnace & enter into maintenance agreement, after the present agreement expires. Carried.

BRIEF PUBLIC COMMENTS

None.

**DRAFT**

-con'd.

APPROVAL OF MINUTES

Berg moved, Ashdown seconded, to accept minutes of July 21, 1997, with corrections that the Agenda second was by Berg and that the word "vacation" be deleted from Pending Business #2c. Carried.

CORRESPONDENCE

1. Notification from Hillsdale County Treasurer that their penal fines are down 20.2% which makes the Allen fines contribution to Quincy lower.
2. Jeff Dean of Dean Insurance informed Hutchins that all equipment is covered now at same price even though some of it was not originally included.
3. Jepson Electric estimates:
  - a. 4 circuits in the old round stairway area to accommodate CPL microfiche printer = \$1,662.00. Need to check with CPL Board.
  - b. 4-plug outlet in Kids Place for computers = \$290.00.

FINANCES

1. Brown moved, Berg seconded, to approve bills. Carried.
2. Financial Statement discussed. Unexpected expenses, lower penal funds & tax charge backs are concerns. Ashdown moved, Unterkircher seconded, to accept the Financial Statement. Carried.
3. Penal fine chart noted to be down again.
4. Swanson moved, Berg seconded, to accept the Internet Account Report. Carried.

PENDING BUSINESS

1. Internet assistant Art Plato hired to help Bruce Guy.
  - a. WMU student with UNIX experience.
  - b. Starts \$10.00 hr., 7-10 hours a week, on call.
2. Technology Plan: Technology Committee Sharland, Swanson, Hutchins and Guy met with Redmond from BISD, and Cox from BPU on August 12.
  - a. Affordable net service priority.
  - b. Possibilities of an Internet Authority.
    1. BPU would contract with provider.
    2. Library would still be the front agency.
    3. Change over would be uncomplicated.
    4. Question of revenue to library's investment.

-con'd.

4. BDLHEA report given by Judy Deeren.
  - a. Vacation trading will be brought up at contract time.
  - b. Clarified "rounded up wage" on BDLHEA report of 8-18-97. Minutes will stand corrected.
  
5. Liaison reports:
  - a. Coldwater: Ashdown reported: - Disposition of old newspapers still being planned; - CPL Board will place brass identification tags on art work & other valuables. - A brochure to encourage people to contribute to the library is in the works.
  
  - b. Bronson: Unterkircher reported: - Working on memorial books from current money; - Teddy bear contest was very popular; - Stephanie Davis has been working at Central; - Cleaning the carpeting is being considered.
  
  - c. Quincy: Brown reported: - Acting Manager Renee Hardy is doing a good job; - Summer Reading Program was a huge success; - Looking for additional volunteer help, including the OJT type program at Branch Area Career Center.
  
  - d. Union: Hutchins reported: - Moving people around from Union, Bronson & Central to help Renee at Quincy; - Because of the sidewalk and street work, the drop box in front can't be used so fines will be canceled until the work is done. Actually, all drop boxes need replacing at branches. Perhaps service clubs may take this on.
  
  - e. Sherwood: Hutchins reported: - Very happy with new sub, Mary Mowry; - Good summer program with Alma Marquardt.
  
  - f. Alganssee: Hutchins reported that things are going okay.
  
6. Director's Report:
  - a. Christie Kessler's report on Summer Reading Program:
    1. Cooperation with 4-H Fair Board was outstanding; coupons used at Fair amounted to some \$5,000.00
    2. 900 children signed up county-wide; 15,000 books were read.
  
  - b. Kessler's report on the Technical Processing is that much progress has been made and they are coming down to the end of bar coding.
  
  - c. Bronson Journal had a nice picture on summer story hour.
  
  - d. Collection Development Policy will be worked on.
  
  - e. Very happy with Alma Marquardt's report with complete bibliography, suggestions and give and take.
  
  - f. Fall schedule will have a few reassignments in the interest of public service.

-con'd.

- g. Will contact Richard Saur about peeling paint.
- h. Disaster Recovery Plan for materials is pending.
- i. Microfilm/microfiche reader/printer training begins this week.
- j. Linda Grill & Bruce Guy are going to Ruth Dukelow's session on training issues this week. Then the computers with the periodicals database will go to the branches along with training. Thus a policy on printing at Central and the branches will be needed.
- k. Greenthumb program is financing the 20 hour workload of Sonja Harris at Central.
- l. Administrative staff will be going to VanBuren Library, which is similar to ours, for observation.
- m. Noted "Get Active In Your Community" article and Daily Reporter's article, "The Future Is Now In Branch County".

#### NEW BUSINESS

- 1. Hutchins will bring proposal for Central and branch hours to September meeting.
- 2. Berg moved, Unterkircher seconded, to approve a 90 day trial use of Unique Management for collection of overdues. Carried.
- 3. Ashdown, Smitley and Hutchins were appointed as the Childrens' Services subcommittee with Sharland as ex-officio.
- 4. Hutchins will provide facts to Christine Delaney of Graphics 3 for a professional brochure to encourage people to contribute to the library at a cost of 500 at \$260.00.
- 5. Unterkircher will contact the Bronson Rotary to take on the project of new carpeting.
- 6. Renee Hardy has indicated the need for new shelving at Quincy. There is currently no money available in the Capital Funds for this at this time. Hutchins indicated she would speak with Renee to learn more about what the shelving needs are, and to report back to the Board.

#### INFORMATIONAL ITEMS

Noted.

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EXTENDED PUBLIC COMMENTS

Jane Baldwin suggested Bronson look into a possible Carnegie Grant since it is a Carnegie building. Info available at Willard Library.

ADJOURNMENT

Meeting was adjourned at 7:20 p.m.

Submitted by:

Mary 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.