

DRAFT

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
NOVEMBER 17, 1997

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Marilyn Ashdown (Excused.)

ALSO PRESENT

Jane Baldwin from Quincy Board, Sandy Cunningham, BDLHEA rep.,
Bruce Guy; Linden Cox from Coldwater Board Of Public Utilities
and Vera Hurd.

APPROVE AGENDA

Smitley moved, Berg seconded, to approve the Agenda with addition
to Pending Business, #8 Board vacancies & to New Business #3
Unique Management policy recommendation. Carried.
Carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Swanson moved, Berg seconded, to accept minutes of Oct. 20, 1997
with amended wording for 7c under pending business: "Time article
on recent research and info on development of the brain in
children has been sent to all children's and branch staff to be
read. This article notes the increasing significance of early
development of a child before the age of 5. Current research
supports the importance of early childhood materials and
programming in our libraries." Carried.

PENDING BUSINESS

3. Partnership Agreement with CBPU: Since Linden Cox was here,
Hutchins asked to move his presentation forward:

-con'd.

-Regarding the question of the T-1 circuits, Cox assured us that the Library has no formal agreement with GTE and will not be held accountable for any charges or penalties since the T-1 lines can be moved elsewhere.

-There should be an increased number of local telephone support help personnel.

-CBPU will hold maximum of four community seminars.

-Reimbursement to library was discussed.

-Swanson moved, Berg seconded to authorize Richard Sharland to sign the Internet Service Partnership Agreement with the CBPU and to sign it twenty days after the adoption of the amended Telecommunications ordinance by the City Council. Carried.

CORRESPONDENCE

1. Letter of resignation from Jean Swain effective November 28, 1997.

2. Letter from Senator Hoffman regarding library opposition to HB4474 which Hutchins related to his office (pertains to Penal Fines).

3. Thank you note from BISD for library participation in their student training programs.

4. Bill from Attorney Van Doren of \$327.27 for handling the furnace, air conditioning and lighting loan with SMNB.

5. Legislative agenda presented at the MLA annual meeting (Hutchins participated).

a. Maximize the penal fines, insure 2/3 fines collected go to library penal fine fund.

b. Oppose censorship and support confidentiality of patron records; however, an amendment will be considered on Hutchins' request to protect right of libraries to track Internet use when they have good reason to suspect misuse of the system. This is the only way we can protect the integrity of our systems for everyone.

6. Statement from law firm Biringer, Hutchinson, Van Doren, Lillis & Bappert, PC finding the installment purchase agreement with SMNB satisfactory.

7. Memorandum from Mary Cook after talking with Dave Rumsey regarding fund balance rate of interest options. Place on December agenda.

FINANCES

1. Brown moved, Unterkircher seconded, to approve bills as presented. Carried.

2. After discussion of budget being closely balanced from increases/decreases of line items within, Swanson moved, Smitley seconded, to accept the Financial Statement. Carried. Note that the budget is adopted in totality not a line item budget.

-con'd.

3. Penal fine chart noted with regret of continued downturn of funds.
4. Received Sept. 30, 1997 Internet report at this meeting. Remains good.

PENDING BUSINESS

1. No need to act on 1997 Budget revision. It is close.
2. Hutchins explained changes in the 2nd draft of 1998 budget:
 - a. Addition of estimated referral/collection money to and from Unique Management for overdues. May use a separate line item or individual account to track this service.
 - b. Note budgeted amount of \$160,000.00 for penal fine revenue down from \$210,000. The cover amount was suggested by Judge Coyle when approached about penal fines decline.
 - c. Advertise public hearing of budget adoption prior to Dec. meeting.
3. Already done.
4. BDLHEA reoport by Sandy Cunningham finished going through personnel manual and Board will get a copy in its entirety.
5. Children's Service Committee report by Smitley:
 - a. All being made aware of importance of getting children to be readers.
 - b. Met with Union last month, Bronson this month, all plans at all Branches on their children's programs are in process.
 - c. Good response from parents/grandparents.
6. Personnel Committee Report given by Hutchins:
 - a. Position descriptions designed to match up with evaluation forms are finished.
 - b. Evaluations coming up after Dec. 1, 1997.
 - c. Advertise to fill Quincy position after 1st of year.
 - d. Looking to see if any Internet money left to fund a parttime position for tech service.
 - e. After phase in of BPU/Library, recommend an offer to employees to pay 1/2 of personal internet access cost for one year.
7. Liaison reports
 - a. Coldwater, Swanson reported - the CPL chairs stored in the City Hall basement will be refinished.
 - a glass top is planned for the refinished leatherette table.
 - a holiday solicitation letter is planned.
 - Open House in January. Room.

b. Bronson, UnterKircher reported: story hour is going well and a questionnaire will go out for community feedback. - Bata Bus too expensive to consider getting day care children to library. - possibility of sending library person to day care.

c. Quincy, Brown reported: nothing back from Mr. Koster, floor space planner. - Evening hours not in demand.

d. Union, Smitley reported: - Children's program has gone 6 weeks, off to rocky start but more confidence and enthusiasm at end though unsure of continued plan for the New Year since so few children attended - parents pleased.

e. Sherwood, Hutchins reported: story program went well.

f. Algansee, Hutchins reported: great report on the store/library in Daily Reporter.

8. Board Vacancies (added to Agenda).

a. Jeanne Unterkircher will not seek re-appointment, but recommends Vera Hurd who is here to observe.

b. Marilyn Ashdown agrees to be reappointed. Berg moved, Brown seconded to send letter of support to municipality to reappoint Ashdown to Board. Carried.

9. Director's Report:

a. Library Hotline 10/27/97 reports Tacoma, Wa., Public Library has expanded patron Internet access through their public utilities construction of a hybrid fiber/coax network such as the BPU broadband network just noted upon Nov. 4th.

b. Proud of Richard Sharland who served two years as Woodlands President as well as our Board President.

c. Purge of overdues for materials back to library; concentrate on recoverables.

d. Bronson Friends will save Felpausch Money Coupons to help their library.

e. Reported a wonderful & important issue-laden MLA meeting.

f. Mary Cook checked with Attorney Fries to be in compliance with law re. rules and regulations that employers need to notify employees on Cobra Insurance.

g. Bruce Guy will leave on vacation Friday for two weeks; Art Plato on-call. Hutchins will be gone November 26-29.

h. Surplus library items will be sold.

i. Saur on job as weather permits.

j. Havel Bros. has done extensive work on furnaces. Will check out Dick's concern about water pipes running over books.

k. Loan papers signed at SMNB.

l. Engaged Perry Personnel to seek replacement for Jean Swain. Brown moved, Swanson second to adopt resolution honoring Jean for her dedicated nine years of service to our library. She will be missed. 6 yeses 0 noes 1 absence Carried.

NEW BUSINESS

1. Brown moved, Berg Seconded, to accept Gaylord Galaxy Contract. Note drop of certain units due to age. Carried.
 2. Green Thumb has provided Sonya Harris for 20 hours a week, and since it's not fully funded by the Federal Program a \$200.00 yearly contribution is requested. Unterkircher moved, Smitley seconded, to send the \$200.00 Contribution for this year. Carried.
 3. Unique Management to be phased in Dec. 1, 1997
 - a. Branches need to send out their two (2) overdues notices (part of agreement obligation).
 - b. Policy of waives needs to be followed.
 1. Correct and waive any library mistakes.
 2. Waive of questionable errors not acceptable without management approval.
 3. Need modification of audio visual circulation policy and clarification of overdue procedures as noted on book marks.
- Brown moved, Berg seconded. Carried.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

Baldwin informed that Koster has since Quincy Public Library Meeting sent a fee of \$1,200.00 to set up various improvements and plan to implement.

ADJOURNMENT

Meeting was adjourned at 7:00 P.M.

Submitted by:

Mary Hutches 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.