

DRAFT

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
DECEMBER 15, 1997

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

None.

ALSO PRESENT

Jane Baldwin from Quincy Board and Carole Maddox, BDLHEA rep.

APPROVE AGENDA

Rosemary Smitley moved, Carol Brown seconded, to approve the Agenda with two additions to New Business, #5 Data Serv Contract and #6 Havel Bros., Maintenance Contract. Carried.

PUBLIC HEARING ON 1998 BUDGET

Open for discussion to review the Proposed Budget at 5:07 p.m. Carole Maddox asked "Periodicals went up - if we have the data base and can cut back on the number of subscriptions, why did the line item go up?" Mary Hutchins informed Carole "We are not absolutely certain that the data base will be here all thru next year. Also, rather than going back to the Board to revise the Budget we'd rather come in over." Pres. Sharland indicated if there are no other questions the Public Session of the Budget Hearing is closed at 5:10 p.m.

John Swanson moved to accept the 1998 Proposed Budget, Jeanne Berg seconded. Carried.

APPROVAL OF MINUTES

Jeanne Berg moved to accept the minutes of November 17, 1997. Marilyn Ashdown seconded. Carried.

CORRESPONDENCE

1. Two tax abatement notices:
 - a. Village of Union City - Griswold Machine & Engineering on M-60, an application for industrial facilities tax and exemption certificate from Union City.
 - b. Industrial facilities tax abatement is requested for Coldwater Products, 300 Race St., for a building addition. 12 years.
2. Letter from Judy Elliot, County Clerk, informing us of three items on loan from Library identified by Library stickers.
 - a. one microfilm cabinet
 - b. one wooden carrel desk & shelf
 - c. one wooden shelf, part of carrel
3. Thank you note from Chamber of Commerce.
4. Invitation for the Board Members of BDLS Board from Branch Co. Historical Society Board Director, to attend Wing House Museum Open House, Dec. 21st, 2-5 p.m.
5. Letter notifying us that Independent Elevator Co. was bought out by Otis Elevator Co.
6. E-Mail from Jim Seidl about Univ. Service Fund. Was to give discounts on Tech/Net Service. Status is now in doubt.
7. State Library announces grants for this year. Technology grants mainly. Bruce will work on this after BPU transfer in March.

FINANCES

1. Carol Brown moved, Marilyn Ashdown seconded, to approve bills as presented. Carried.
2. Carol Brown moved, Rosemary Smitley seconded, to accept the Financial Statement. Carried.
3. Penal Fine Chart - 12 months added. We are still short for the year.
4. Internet Account Report - noted.

PENDING BUSINESS

1. Jeanne Berg moved, John Swanson seconded to accept amendment to the 1997 Budget. Carried.
2. BDLHEA Report by Carole Maddox mentioned the issue of allowing employees to evaluate the managers. Personnel Committee discussed and want to have employees use procedure already in place. The Personnel Committee: Jeanne Berg, Carol Brown and Richard Sharland will be glad to hear comments by Staff.
3. Personnel Committee Report given by Jeanne Berg.
Recommendations:
 - a. Proposed salary increases for management of 2% with 3% for Mary Hutchins in recognition of extra hours and work.
 - b. Need for a Data-base position. Funded thru Internet for 1 year, 14 hour week.
 - c. In-Service Day, Monday, January 19th from 9am - 12 noon. Library will be closed for a 1/2 day. Training session on customer service. Trainer will be Charlaine Ezell, formerly trainer for Library of Michigan. \$550. + travel + one meal.

Rosemary Smitley moved to accept recommendation to the 1997 of Personnel Committee. John Swanson seconded. Carried.

4. Liaison Reports:
 - a. Coldwater - Marilyn Ashdown reported - Open House being changed from Jan. to February 22nd, 2pm - 4pm, Silent Auction also. Still available yearbooks, city and county directories and newspapers. Glass top on Lewis table is now installed.
 - b. Bronson - Jeanne Unterkircher reported - New computers were delivered, data base training will happen as Linda Grill's time permits. Stephanie has enjoyed working at Central and Quincy. Jeanne also mentioned that Mrs. Hurd will accept the Board position, she will miss everyone and has enjoyed working with everyone on the Board. President Sharland thanked Jeanne.
 - c. Union - Rosemary Smitley reported - everyone getting along well. Story time a real "hit", will continue after first of the year.
 - d. Sherwood - Mary Hutchins reported - All is status quo.
 - e. Alganssee - Mary Hutchins reported - All alright.

5. Director's Report:

- a. Welcome to Barb Riegel, in place in Jean Swain's position.
- b. Saur's report: Repairs are going well.
- c. MESC is going out of business, MESA is sending people here to the Library to check on listing of job opportunities, listing on Internet. Hutchins will confer with Woodlands libraries and Jim Seidl on how to handle.
- d. Interest on investments tabled.
- e. After the BPU takes over the Internet dial-in, the Board will pay \$48.00 per year of staff's \$96.00 per year to access the Internet from their home via BPU. John Swanson moved, Jeanne Berg seconded. Carried.
- f. Chamber now carrying our new book notices in their newsletter.
- g. Newspapers covering press releases on library-Coldwater, Bronson and Union City papers.
- h. Bibliography for kids on Death & grieving. Completed by Children's Staff.

NEW BUSINESS

1. Carol Brown moved, Marilyn Ashdown seconded to adopt resolution honoring Jeanne Unterkircher. Carried.
2. Jeanne Berg moved, Carol Brown seconded to adopt resolution of 1998 Meeting Dates. Secy. Brown called roll, 7-0. Carried.
3. Carol Brown moved, Rosemary Smitley seconded to reaffirm 1997 Strategic Plan Goals and preview of 1998 Goals. Carried.
4. Proposed Policy on Surveillance of Internet Usage, to prevent serious problems and maintain privacy, we'll post and every user will get a copy of the statement that the Board reserves the right to monitor the Internet. Carol Brown moved, Rosemary Smitley seconded to adopt policy on surveillance. Carried.
5. John Swanson moved to have Pres. Sharland sign Data Serv Contract Renewal. Jeanne Berg seconded. Carried.
6. John Swanson moved to approve Havel Bros., Maintenance Contract - addendum. Jeanne Berg seconded. Carried.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

1. CBPU Partnership Agreement to be signed on January 29th. President Sharland will be available for signing.
2. Telephone skills - dealing with the public.
3. Carole Maddox mentioned placing a sign in her daughter's shop window - announcing Story Time at the libraries.

ADJOURNMENT

Meeting was adjourned at 7:00 pm.

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 or FAX (517) 279-7134.