

**DRAFT**

10 E. Chicago St  
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

**FEBRUARY 16, 1998**

**CENTRAL LIBRARY MEETING ROOM  
5:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Vera Hurd, Richard Sharland, and  
Director Mary Hutchins.

**ABSENT FOR ROLL CALL**

Rosemary Smitley, excused. John Swanson (arrived 5:05).  
Jeanne Berg (arrived 5:45).

**ALSO PRESENT**

Judy Deeren, BDLHEA Rep., David Rumsey of Rumsey & Watkins,  
Bruce Guy, Automation Librarian

**APPROVAL OF AGENDA**

Ashdown moved, Brown seconded, to approve the Agenda with two  
changes of movement. Motion Carried.

Changes of movement in the Agenda to be David Rumsey and Bruce Guy  
will do their presentation upon their arriving.

**BRIEF PUBLIC COMMENTS:**

None.

**APPROVAL OF MINUTES**

Hurd moved, Ashdown seconded, to accept the Minutes of the January  
19, 1998 Board Meeting. Motion Carried.

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### CORRESPONDENCE

1. Hutchins reported we have received 2 pieces of good news from the Michigan Library Association. Two bills have been introduced into the State Legislature with fines reserved to libraries if they pass.
2. Governor Engler has signed an amendment to the Library Privacy Act which would prevent libraries from providing patron lists to outside groups such as Friends of the Library groups. The Freedom of Information Act does not apply to these patron record.
3. Two tax abatement notices were received from the Coldwater City Clerk: Brazing Concepts and Profile Extrusion Company.
4. An E-mail message was received from the American Library Association alerting us to possible federal legislation requiring all school and public library Internet systems to be filtered. We will monitor this as there are legal implications if we do filter for adults.
5. Woodlands Cooperative sent notices of the following workshops:
  - \*April 23 - Leading the Cheer for your Library: A PRactical Workshop on Marketing presented by Sara Behrman:
  - \*April 25 - An Informed Trustee presented by Ellen Richardson.
  - \*May 14 - Wages, Hours, Pay, Vacations, Holidays, Leaves presented by Sandra Gerow.
6. WS Reed Company advises us that the copy machine in the reference room soon needs to be replaced. The current machine belongs to the Coldwater Advisory Board. Hutchins recommends that BDLS buy and own the reference room copier. The CPL Board has a new copier in the Heritage Room. This will be discussed with the capital purchases.

### AUDIT REPORT

David Rumsey from Rumsey & Watkins gave the Audit Report of 1997 and January 1998 Financial Statement. Noted were fixed assets; general fund; special revenue; special fund (Internet). Line items were explained. Mr. Rumsey stated that M. Cook and M. Hutchins are doing a good job. Swanson moved, Brown seconded to accept the Annual Audit Report. Motion carried.

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FINANCES

1. Brown moved, Swanson seconded, to approve bills as presented.
2. Financial Statements: Ashdown moved, Hurd seconded to accept.
3. Penal Fine Chart: noted

PENDING BUSINESS

1. Bruce reported:
  - a. Making progress on moving people over to BPU. Still some people dialing into library to get their e-mail. E-mail was sent to all patrons to use BPU.
  - b. Second floor OPAC hook-up and additional OPACs will require an upgrade user license from Gaylord. This will be discussed later with the capital expenditures.
  - c. 616 Call in problem: We will have to have Data Serv come in. People outside the 616 area can't continue the Internet service with BPU.
2. Report on overdues to Unique - Deeren reported warning letters are effective, 65 warning letters mailed, 21 responded and have either returned or paid for material. Very pleased with Unique.
3. BDLHEA Report - Meeting was held to bring the contract/personnel manual up to date. It will be distributed soon.
4. Reports from Central and Branch liaisons:
  - a. Coldwater - Ashdown reported: The CPL Meeting was canceled due to no quorum. A new Board Member is needed. -Open House will be held Feb. 22 and all are invited.
  - b. Bronson - Hurd reported on the newspaper clipping about Bronson Library built as Carnegie Library. -Will attend town meeting.
  - c. Quincy - Brown reported: on having a new Branch Manager, Kathy Veysey. Everyone is very pleased. -Summer reading - Friends will help. -Roof is finished.
  - d. Union Twp. - Hutchins reported for Smitley: Bruce working on computers. -Storytime will be on hold until April when Pat will be off Jury Duty.

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- e. Sherwood - Hutchins read letter from Carolyn. She tells how much she enjoys the storytimes. Last time 12 children were present. Mary Mowry was there to help. The new books from the Friends of the Library are much appreciated.
  - f. Algansee - Hutchins reported: Gwen was on Channel 3 five days prior to her death. 10 people from the library staff and past employees attended the funeral.
    - Joy Wood wants to keep the Algansee store/library open.
    - There will be a township meeting March 2 at 8 p.m. to discuss the matter. Erica Ewers is the new Supervisor. Sharland and Hutchins will attend and discuss the cooperative arrangement with the township and then we will post the branch clerk position according to the contract.
5. Director's report:
- \* Kathleen Veysey, Kim Guy and Linda Dull's training going well.
  - \* Havel Bros. are finishing up work. Modem set on furnace
  - \* Round table from Heritage Room to Director's office.
  - \* Building issues pending.
  - \* Christie Kessler will attend the Public Library Association meeting in Kansas City March 10-14. The library will pay registration fee.
  - \* Investment policy will need to be discussed after more information is received.
  - \* New drop box is installed.
  - \* Appointed committees - Social Committee (Volunteer Party) & National Library Week Questionnaire. Committees have started work.
  - \* Garden project will require a meeting with the Friends of the Library and the City. Hutchins will attend.
  - \* Those that attended C. Ezell Customer Service seminar are still finding it a challenge to answer the telephones "Branch District Library." A reminder will be sent out.
  - \* Capital fund will be discussed with the Buildings and Grounds Committee.

#### NEW BUSINESS

1. Audit Report - David Rumsey - report given earlier.
2. Appointment of Accountant - Rumsey & Watkins  
Swanson moved, Brown seconded to accept. Motion carried. There will be a small increase this year in the fee.
3. Appointment on Building Committee - Swanson & Hurd appointed.
4. Proposed policy on leaving cards at library - Brown moved to accept policy on leaving cards at library. Berg seconded. Motion carried.

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INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 7:20 p.m.

Submitted by:

Mary Havelius 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 and services should contact the Branch District Library System, 10 East Chicago St., Coldwater, MI 49036. (517) 278-2341  
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