

10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES

MARCH 16, 1998

CENTRAL LIBRARY MEETING ROOM
5:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Vera Hurd, Richard Sharland, John Swanson and
Director Mary Hutchins.

ABSENT FOR ROLL CALL

Rosemary Smitley, excused. Carol Brown, excused. Jeanne Berg
(arrived 5:03).

ALSO PRESENT

Linda Hudson, BDLHEA Rep., Patti Walter from Union City.

APPROVAL OF AGENDA

Swanson moved, Hurd seconded, to approve the Agenda with one
addition to New Business, #4 Documents for Depository. Motion
carried.

BRIEF PUBLIC COMMENTS:

None.

APPROVAL OF MINUTES

Swanson moved to accept the minutes of February 16, 1998.
Ashdown seconded. Motion carried.

CORRESPONDENCE

1. Governor's Proposed Budget includes an essentially flat budget for the Library of Michigan. The Proposal also includes no increases in state aid to public libraries.
2. Deyo Associates recommends an update of Library's appraisal. To bring the appraisal of all Library property up-to-date the charge for an Office Revision is \$120.00. Swanson moved to accept the Office Revision for \$120.00, Berg seconded. Motion carried.
3. Village of Union City - Industrial Facilities Tax Abatement Certificate for Advantage Warehousing and Distribution.
4. Gordon Conable has resigned from Monroe County Library System and will be moving to California. Jim Seidl has been asked to serve as acting director two days per week for up to six months at Monroe. Hutchins will be attending a dinner at the Woodlands this Thursday for Gordon.
5. The Service Contract for security gates at Central with 3-M is due to expire in October. The security system purchased in the 80's is obsolete. Hutchins is to contact them to find out options.
6. Michigan Humanities Council is pleased to announce Barn Again photo exhibit. We have no space to exhibit. It would be difficult on our budget to make a donation of \$3,000. We should look toward space to do such exhibits in our future plans.

FINANCES

1. Ashdown moved, Swanson seconded, to approve bills as presented. Motion carried.
2. Swanson moved, Berg seconded, to accept the Financial Statement. Motion carried.
3. Penal Fine Chart: noted
4. Internet account report: Finishing up Bruce Guy's wages. Internet account will be entirely phased out by next report.

PENDING BUSINESS

1. Building Committee Report:
Swanson reported he has contacted the City. Sharland has called a roofing company in South Bend, will be looking over the roof project. All Board members will receive Building Committee Meeting notes. Historical Building code needs to be looked at.

2. BDLHEA Report:

Hudson reported the BDLHEA Employee Manual is close to being finished with updated revisions. Also, gave Sharland minutes from BDLHEA last meeting.

3. Liaison Reports:

a. Coldwater: Swanson reported it was a very quiet meeting. CPL will purchase a typewriter and 3 components (CD-Rom Tower, computer and work station) for the Heritage Room. Reviewed the Open House, attendance wasn't good, but the War of the Rebellion sold for \$1,005. A new board member Chad McCallum was seated in Marian Burgess' place.

b. Bronson: Hurd reported Carole was disappointed that attendance for the Children's Reading Program was down due to transportation. Carole has a corner nicely decorated for the children. Carole and Stephanie have received their database training.

c. Quincy: Hutchins reported that Kathleen Veysey was at the library today working with Linda Grill learning how to purchase from Baker & Taylor. B. Riegel will be showing Kathy Windows one day next week, training with Mary Cook at a later date. Kathleen was mentioned in several newspaper clippings. Nola Baker, Kid's Place received an Outstanding Women Award.

d. Union: Hutchins reported for Smitley: As soon as P. Kaniewski is off Jury Duty, their Story Hour will resume.

e. Sherwood: Hutchins reported that Carolyn is really enjoying the storytimes, using pop-up books, doll houses. Carolyn mentioned that 12 children have attended.

f. Algansee: Linda Grill and Hutchins will be in Algansee tomorrow training our new branch manager Lisa Wood, Gwen Dove's Granddaughter-in-law.

4. Director's report:

*In Carol Brown's absence is anyone willing to review the minutes of this evening's meeting? J. Berg accepted.

*An addendum to Havel Bros. maintenance contract: a code requires us to certify "cross connection" be inspected annually. Havel will add that to our contract for \$100.00 per year.

*Unique - J. Deeren reported last meeting that Unique was getting materials back for us, but no real revenue to them. Unique is concerned about our contract and will be monitoring it.

*The non-fiction section of the library needs about \$10,000 to purchase especially more geography books, books on medicine. Berg moved to use \$10,000.00 of the budget to purchase non-fiction books, Ashdown seconded. Motion carried.

*Building inspection: Water heater is in bad shape and needs replacing. Hutchins contacted Acker's to check into the price of purchasing a new water heater.

*Bruce's time spent on computers at Bronson, Quincy. He recommends we use the Internet Account to cover personnel costs and computer expenses. That would leave the capital fund for building repairs and maintenance.

*Lights on the outside of building are not working properly. Jepson Electric Company have been asked to check them out.

*Passed elevator inspection with State of Michigan.

*Nola Baker represented the library at the Coldwater High School Gang Awareness Seminar.

NEW BUSINESS

1. Screen Door - Internet Management Server - Bruce is looking for a way to access sites individually programmed for each Internet station. Palisade has such a program, Screen Door, designed for schools. Berg moved to accept Screen Door Internet Server 1st year, Hurd seconded. Motion carried.

2. Library Bill of Rights & Freedom to Read: this has been adopted in the past. Management staff will be working on updates for all areas of selection. They will present these sections to the Board for its approval each month. Hopefully, at the end of the process, the Board will readopt Library Bill of Rights and Freedom to Read Statement.

3. Coldwater Board has purchased a new copier for the Heritage Room. They also own the copier on the Reference Floor. It needs to be replaced. CPL recommends that BDLS purchase a new copier and also use the Reference Floor copier as a trade-in towards the purchase. WS Reed was contacted and they have a lease or own policy, the coin box is reuseable with the new copier. If we act before March 27th, WS Reed will give us double trade-in value, instead of \$200, we would receive \$400. trade-in. Berg moved to purchase a new copier for the Reference Floor, Swanson seconded. Motion carried.

4. Document Depository: The Library of Michigan has notified us that the Niles Public Library is giving up State of Michigan Document Depository status. We have the honor of being invited to take their place as a depository. There is a huge benefit to the library because many useful documents will be available here free of charge. There is a responsibility to house and handle the documents. The second floor near the Travel Section will provide adequate shelving space. We may need to rearrange staff assignments to handle the collection. But the extra effort will be worth it. Swanson moved to accept the Document Depository for the State of Michigan. Berg seconded. Motion carried.

INFORMATIONAL ITEMS

Noted.

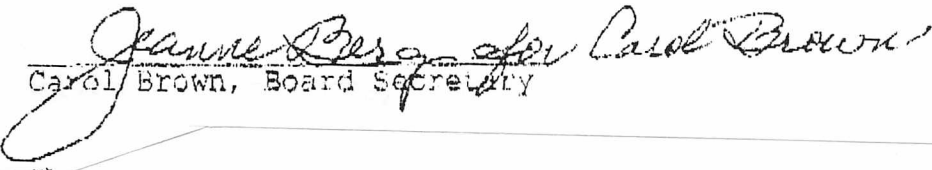
EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 6:25 p.m.

Submitted by:


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 FAX (517) 279-7134.