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10 E. Chicago St  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES

APRIL 20, 1998

CENTRAL LIBRARY MEETING ROOM  
5:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Vera Hurd, Rosemary Smitley, Director Mary Hutchins.

ABSENT FOR ROLL CALL

Carol Brown, excused. Richard Sharland (arrived 5:10 p.m.). John Swanson (arrived 5:50 p.m.)

ALSO PRESENT

Sandy Cunningham, BDLHEA Rep.

APPROVAL OF AGENDA

Smitley moved, Ashdown seconded to approve the Agenda. Motion carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Hurd moved to accept the minutes of March 16, 1998. Ashdown seconded. Motion carried.

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### CORRESPONDENCE

1. Thank you note from Green Thumb on behalf of Sonja Harris.
2. Community Health Center of Branch County announced once again holding the line on hospital costs.
3. Village of Union City - Industrial Facilities Tax Abatement Certificate for Advantage Warehousing and Distribution.
4. Cross Connection Control - Backflow preventer test report conducted by Posey Plumbing & Heating on the library's drinking water.
5. Letter from the Library of Michigan regarding change in status of the Michigan Documents Depository from the Niles Community Library to Branch District Library.
6. Office Memorandum from Cynthia B. Faulhaber from Law Offices of Miller, Canfield, Paddock and Stone, on Sample Investment Policy.
7. Received a copy of the Library Laws Handbook.
8. This is the year to make a change, please contact Rep. Nye & Sen. Hoffman for full State aid funding. (PA89) from .45 cent to .50 cent per capita.
9. University of Ill. Library Resource Center did a survey of Public Libraries and this company is wondering if the Building Committee would like them to meet with us. Turned over to Building Committee.

Jeanne Berg turned meeting over to President Sharland upon his arrival.

### FINANCES

1. Ashdown moved, Berg seconded, to approve bills as presented.  
Motion carried.
2. Smitley moved, Berg seconded to accept the financial statement.  
Motion carried.
3. Penal Fine Chart: noted
4. Internet account report: reviewed

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PENDING BUSINESS

1. Personnel Report - "Formula" for retirement gift as follows:

5 - 10 yrs \$25.00  
10 - 15 yrs \$50.00  
15 - 20 yrs \$75.00  
20 - and over \$100.00

will be a part of BDLHEA Personnel Policies Manual, for those retiring in good standing.

2. BDLHEA Report: Sandy Cunningham had nothing to report.
3. Building Committee Report: Hurd wrote to State House of Representative Michael Nye on Historical sites - State Preservation office (no funding) just publishes building requirements. No word from Congressman Nick Smith. Need to schedule another meeting of the Building Committee, more items came up. Swanson will be attending April 21, fund raising meeting for libraries in PawPaw.
4. Liaison Report:
  - a. Coldwater: Ashdown reported Holbrook Heritage Room volunteers will have a meeting with the Board 5/11/98 4:30 - 5:30p.m. Oak chairs are being restored. Pascoe will be putting a new base on the statue. Discussed materials in acid-free boxes on selling or disposing of .
  - b. Bronson: Hurd reported that Carole was on vacation, but spoke with Stephanie about the Internet and enjoying Database. Very excited about it. Hurd wants to make use of Head Start and get them involved. Request for Income Tax Forms was overwhelming especially "postponing tax".
  - c. Quincy: Hutchins reported that Kathleen Veysey was at the volunteers luncheon today. She mentioned that everything is going along fine.
  - d. Union: Smitley reported that Union staff is very discouraged about Story Hour. What do they have to do to encourage children to come? Perhaps promotional pizza day. Summer Reading Program Linda really wants to go. Story Hour was poor timing due to Pat called to jury duty, then a return call.

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- e. Sherwood: Hutchins mentioned that Sherwood received the spare shelving from City Hall, basement.
- f. Algansee: Hutchins talked to Lisa today - a little on the slow side. Better accountability of card registration, keeping user friendly clientele.

4. Director's Report:

- \*Melissa Driscoll from Kids Place will be moving to the Grand Rapids area. Her replacement will be Mary Mowry, training will soon start.
- \*New copy machine on the Reference floor working out great with tax season usage.
- \*Akers - was in to check on our water heater leak, (12-14 yrs old) a new one will run us about \$550. Also, while Akers was here they checked into the 3rd floor water fountain, the handle was in a stuck position and ran all night, thus flooding the 3rd floor hall, the carpet was soaked, but no building damage. Will be replaced with a push bar good for handicapped and small children. New \$720.
- \*Holbrook Heritage Room has been rearranged.
- \*Havel Bros. - almost done. Still owe \$10,000 will not pay all of bill. Until they are completed. Some small issues still need to be taken care of. Furnace system has not been really checked out since we have had a mild winter.
- \*Alma Marquardt and Michele Ellis (English teacher) from Legg Middle School will assist with the Summer Reading Program, Dino-O-Mite theme.
- \*Bruce is at Tech. Planning in Lansing today. Also has converted the "Cave" into a computer lab. work station.
- \*Bruce mentioned that the Universal Service Fund is expected to save over \$5,000, on telephone/computer connection.
- \*Children's CD Rom players (Winnie the Pooh, Sesame Street, Richard Scarry) some difficulty in installing software in Kids Place.
- \*New drop box was hit by a truck delivering a piece of equipment to the County Court House. Called the insurance company and the check was in the mail on Friday. We will get a new drop box.

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- \*Judy Elliott, County Clerk - the triangle of grass by the drop box is owned by the city, needs attention when county trucks are moved to new garage.
- \*Algansee has settled on hours - Gwen was open at all hours since she lived there. Lisa will have Tues, Friday and Saturday from 2-5 p.m. For Saturday nights, Joy Wood will be trained as a substitute.
- \*Volunteer luncheon: Hurd mentioned that there were many volunteers. Didn't realize there were that many and the luncheon was very nice. It was nice to visit and talk and amazed how Mary Cook know all their names. Really enjoyed it.  
All volunteers received a flower (flat of pansy) and a certificate.
- \*Five volunteers working National Library Week to hand out survey to public. Patrons filling out a survey will receive a pencil. The survey is a feature Charlene Ezell mentioned in her training seminar and BDLHEA requested and planned.
- \*Hutchins reported that coop director Jim Seidl has a serious back condition and Mary Hutchins and several other library directors have been asked to substitute for him. Hutchins represented Woodlands at dedication of new Marshall District Library on Sunday, April 19 and will attend the State Librarian's meeting for Coop Directors and Governing Board Presidents on April 30 and May 1st in Lansing.
- \*Meetings need mentioning: Swanson attending April 21 - in PawPaw (Fundraising). Berg, Cook, and Hutchins attending May 14 - Coop in Albion - seminar on Wages-Hours and Etc. April 28 seminar on Investments in Jackson. Hutchins will attend as well as May 4 - Direct Mail Fundraising at Willard Library, Battle Creek and May 29 Kellogg Center, Lansing - Compensation Issues.
- \*Annual Report 1997 complete, pie charts are not included since they didn't fit. Swanson made note that BDLS and CPL Board Members should be included in the report. Berg asked us next time to list locations of Central & branches.
- \*Christie represented BDLS at Public Library Assoc., in Kansas City in March. She requested information on bookmobiles be sent. She said the meetings were very useful.

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Reporter Coverage: \*Bronson Story Hour made the news. Algansee listing of Lisa Wood.

\*Daily Reporter - editor has had columns on violation of open meetings act.

### NEW BUSINESS

1. Public Library Board Resolution needs to be up dated, last resolution passed Jan. 15, 1990. MichiCard authorization update signed this date by President Sharland and witnessed by Director Mary J. Hutchins. Newspaper column will have latest list and a notice (include with next month packet). Calls for a roll call vote: Ashdown, Hurd, Swanson, Smitley, Berg. Brown absent. Resolution passed.
2. Selection Policy: needs to be addressed by the Board covers video, magazines, books, Internet. Board will table until May meeting until they have time to read over the selection, ALA Freedom to Read and Library Bill of Rights.
3. Coldwater Public Library has endorsed the policy BDLS has for Hutchins to dispose of old equipment (\$100.00 or less). Hutchins wants it reaffirmed that BDLS still endorses said policy. Hurd agreed Berg supports, motion carried.

### INFORMATIONAL ITEMS

Noted.

### EXTENDED PUBLIC COMMENTS

Hutchins mentioned a Herman Watson was in the library asking for the library to do scheduling. Informed Mr. Watson it was not the library's role. Board agrees.

Vera Hurd made mention how well the patching on the wall is holding up, that Dick did a good job and will he finish the rest.

Also, mentioned was the area of the CPL garden. Friends of Library will maintain it.

Page 7 of 7  
BDLS Board Minutes  
April 20, 1998

ADJOURNMENT

Meeting adjourned at 6:40 p.m.

Submitted by:

  
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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 E. Chicago St., Coldwater, MI 49036. (517) 278-2341 FAX (517) 279-7134