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10 E. Chicago St  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
JULY 20, 1998

BRONSON PUBLIC LIBRARY  
5:30 P.M.

Carol Brown called the meeting to order at 5:30 p.m. Upon Jeanne Berg's arrival the meeting was turned over to her at 5:40 p.m. President Sharland arrived at 5:45 p.m. He then conducted the meeting.

PRESENT FOR ROLL CALL

Carol Brown, Vera Hurd, Rosemary Smitley, John Swanson, Director Mary Hutchins.

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused). Jeanne Berg arrived at 5:40 p.m. Richard Sharland arrived at 5:45 p.m.

ALSO PRESENT

Stephanie Davis, Branch Clerk, Bruce Guy, Automation Librarian, Carole Maddox, Branch Manager, Ardis Baad, Community Correspondent for Bronson Newspaper and sixteen (16) members of the community.

APPROVAL OF AGENDA

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

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### BRIEF PUBLIC COMMENTS

No comment at this time.

### APPROVAL OF MINUTES

Smitley moved, Swanson seconded to accept the Minutes of July 20<sup>th</sup>, with the correction of Vera Hurd leaving June 15<sup>th</sup> meeting at 6:45 p.m. instead of 5:45 p.m. Motion carried.

### CORRESPONDENCE

1. We will be having an exhibit of a piece of art sponsored by an Arts Agency coming in September. Confirmation received from Artist Corinne Grondahl of Sturgis. She will also be speaking at the Friends of the Library Board Meeting and it is open to the public.
2. Communication from Assessor, Gerald M. Boguth: Property Tax Appeal Petition filed by Valu Tec, Inc, agent for Quality Spring/Togo, Inc., June 22, 1998.
3. Communications from the City Clerk: Property Tax Appeal Petition filed by Coldwater Place Apts, aka Chandler Estates Apartments, June 30, 1998.
4. Property Tax Appeal Petition filed by Ernst & Young LLP, authorized representative for Voletek, dated June 29, 1998.
5. Received communication from Harry Cooler, Architect of the Cooler Group Inc.: Plans for very small libraries.
6. Received a copy of the Michigan House Bill no. 5982, a bill to amend 1982 PA 455, entitled "The library privacy act," by amending section 2 (MCL 397.602), as amended by 1998 PA 7, and by adding section 6. Use of the Internet requiring parent to be present when child is on the Internet.
7. All Board Members received a copy of the 1994 Michigan Trustee Manual. There is now a revised 1998 edition. Basically there was only one change that had any implications for us that was in regard to our audit and we are already in compliance.
8. Received a new 1998 Certification Handbook from the State Library on the requirements for Libraries.

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### FINANCES

1. Approval of Bills: Berg moved to approve the bills as submitted. Brown seconded. Motion carried.
2. Financial Statement: Swanson moved to place on file the financial statement. Smitley seconded. Motion carried.
3. Penal Fine Chart: Discussed.
4. Internet account report: Reviewed

### PENDING BUSINESS

1. BDLHEA Report: Maddox, BDLHEA representative, mentioned that there is no union but a employee's association. BDLHEA members want to reopen their contract, as the old one expires December of this year.
2. Addendum to Investment Policy: Adopt the amendment to the Investment Policy so that we are in full compliance. Brown moved to adopt the addendum to the Investment Policy, Hurd seconded. Motion carried.
3. Delay on implementation of increased fines: Technical problems on getting the computer reprogrammed. Changes will take a couple of weeks to implement.
4. Liaison Report:
  - a. Coldwater : Chad McCallum has been assigned to a church in Jackson and has resigned from the Coldwater Public Library Board. We are seeking a new board member that is a resident of Coldwater.
  - b. Bronson: Maddox reported that they are having the busiest summer. There is over 100 kids signed up for the Summer Reading Program. Stef could only think of dinosaurs, dinosaurs and more dinosaurs. Board member Hurd planted the flowers around the front of the building. The Rotary came and cleaned up the yard. Did a very nice job as usual.
  - c. Quincy: Brown reported Quincy is really enjoying their new Green Thumb worker Pat Cotrell. Had over 123 kids signed up for the Summer Reading Program. The party is this Thursday at 1:30 at Quincy, expecting approximately 74 kids to attend. Quincy is checking on their insurance on what the township is really responsible for. Kathy and Renee have been looking over Mr. Koster's plan for the space within the Quincy library and they have made revisions to his plans, which Jane Baldwin has mailed to Mr. Koster. Quincy is having a wonderful summer and the library is looking great outside and inside.

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- d. Union: Smitley reported Union is very busy, lots of people getting books. 73 children in the Summer Reading Program and 43 have completed the program.
- e. Sherwood: Hutchins reported 23 children in the Summer Reading Program. Alma Marquardt & Michele Ellis will be going out to do their closing program next week.
- f. Algansee: Hutchins reported they also have 23 children in the Summer Reading Program. Kids are really interested in dinosaurs.

5. Director's Report:

- ◆ Bruce has been working on Galaxy circulation system to purge deceased patrons and those who have moved away. He is also attempting to get better statistical reports to share with the Board.
- ◆ We will need to update our Technology Plan after the Branch visits.
- ◆ Havel Bros. still needs to fine tune the air conditioning before we pay the final amount. We owe just under \$5,000.
- ◆ We've been notified that our 3M Security System (Electronic gates) will no longer be carried on maintenance program. 3M wishes to sell us a new system since ours is now obsolete. Board will need to make decision on this as it decides on capital expenditures.
- ◆ Dick has the driveway and parking lot resurfaced and now needs only to repaint the lines.
- ◆ The new Quincy Green Thumb person, Pat Cotrell, has had computer experience. Even though she is not technically a paid employee, the Quincy Board does pay \$200.00 per year to have her. We'd like to train Pat at Central to do a few simple circulation functions on Galaxy to help Renee and Kathy when needed.
- ◆ Carol Lang, a valuable Heritage Room Volunteer, died July 6<sup>th</sup>.
- ◆ Even though the book budget is very tight, we're pleased that we selected a number of books which turned up on lists of outstanding books of 1997. We now badly need to update our photography books and buy materials on teenage depression.
- ◆ Alma Marquardt and Michele Ellis are doing two (2) presentations for parents: Surfing the Internet with children. Twelve (12) attended the afternoon session today. They have also planned dinosaur story hours for Central and the branches. Plans have not been finalized for Algansee, Bronson and Union.

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- ◆ A statistical study comparing Class V libraries in Michigan and the three (3) Class V district libraries in Woodlands Library Cooperative was shared with the Board and audience. Even though the study was a small one, it clearly shows that Branch District Library has significantly lower revenues than the other libraries studied.
- ◆ An individual filled in a request for reconsideration form on two books on women's health. Her objection was due to the author's lifestyle. She received a reply explaining the selection criteria and stating that the author has had excellent reviews both in the American Medical Association materials and in library reviews and that due to the quality of the books, they will be retained. She was told she can contact the director or the Board if she wishes to discuss the issue further and was thanked for sharing her concern.
- ◆ An excerpt from a letter to the Editor of the Coldwater Daily Reporter was read. The library patron was seeking the Michigan Law regarding swearing and felt that the library staff had not taken her concern seriously enough. The Director explained that she had discussed the matter with library personnel who had assisted the women and feels that the staff handled the situation properly. The patron is known to the director.

\*\* Bruce Guy reported that he has the Bronson Internet computer repaired and is not certain how it got broken. He is moving the computer closer to the area by the circulation desk where it can be monitored more easily by the staff. He is also working on installing the latest release of Screen Door to prevent unauthorized access to questionable sites.

#### NEW BUSINESS

1. Proposed Policy for Circulation of Bronson's Perkins Brailier: Brown moved to adopt policy on the Perkins Brailier. Berg seconded. Motion carried.

#### INFORMATION ITEMS

Noted.

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### EXTENDED PUBLIC COMMENTS

6:40 P.M. The remainder of this meeting was devoted to the comments, questions, and suggestions of the people present from the Bronson Community regarding the Bronson Public Library.

A member of the public stated that this is a historical building, a Carnegie Library. He would like to know what the District Library plans to do to maintain, preserve and improve it.

Discussion then centered around the ownership of the building. It is maintained by both the township and city. The Plan of Service was mentioned in which it states that the District Library furnishes staff, books and other materials and equipment, including computers. Maintenance is the responsibility of the municipality.

Discussion ensued on the Capital Fund, some \$9,000 of which is available yearly to the Bronson Library to spend in consultation between District Board and local municipality. Unused funds can be carried forward. Since 1994 the branch capital monies were spent on automating the library system. The loan will be paid up the end of December. The monies for 1999 will be available. That is the purpose of this meeting. The Board wants to hear what the community is interested in.

Bronson has a community chest which helps support the library. It was suggested than an endowment fund for maintenance of the building would be helpful.

Several projects to be desired are new carpeting, pictures in the library and other things to beautify the building. Perhaps local artists or school children could exhibit their art work.

Carole Maddox asked if capital funds could be used for books because the book budget is so tight. The Board will consider that proposal.

One of the reasons for budget problems is the decrease in penal fines. The audience was invited to attend the Chamber of Commerce Candidates night Wednesday, July 22<sup>nd</sup> at 7:30 P.M. in basement of Dan Dobson's State Farm Insurance office in Coldwater. The state representative candidates can be questioned on their support for staffing the I-69 weigh station and their general support for the libraries of Branch County and Michigan.

Board President Sharland thanked the crowd for coming and showing interest in their library.

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ADJOURNMENT

Meeting adjourned at 7:55 p.m.

Submitted by:

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