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10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
AUGUST 17, 1998

QUINCY PUBLIC LIBRARY
5:30 P.M.

PRESENT FOR ROLL CALL

Jeanne Berg, Carol Brown, Vera Hurd, Richard Sharland, President, Rosemary Smitley, John Swanson, Director Mary Hutchins.

ABSENT FOR ROLL CALL

Marilyn Ashdown (arrived 5:50 p.m.)

ALSO PRESENT

Jane Baldwin from Quincy Board; Bruce Guy, Automation Librarian; Christie Kessler, Technical Services/Children's Services Librarian; Kathleen Veysey, Quincy Branch Manager; and eleven (11) members of the community.

APPROVAL OF AGENDA

Berg moved, seconded by Brown to approve the Agenda with the addition of New Business #1 Woodlands Contract & #2 Woodlands Delivery Contract. Delay to next meeting #1. Deferred Compensation Plans. Motion carried.

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BRIEF PUBLIC COMMENTS

No comment at this time.

APPROVAL OF MINUTES

Smitley moved, Berg seconded to accept the Minutes of July 20th, with corrections: Extended Public Comments page 6, 4th paragraph to read "ensued" instead of "ensured;" Director's Report page 5 last paragraph "woman" instead of "women"; also, addition to Director's Report the sentence "Central Library has had over 500 children signed up and everything is going really well."

CORRESPONDENCE

1. Two (2) tax appeals Valu Tec - Re: Quality Spring/Togo, Inc and Michigan Gas Utilities, a Division of Utilicorp United, Inc.
2. Two (2) workshops: August 25th at Howell on PR.
September 28th at Zeeland on Strategic Planning
3. Letter from Hillsdale County Treasurer that Allen penal fines are up this year.
4. Correspondence from another insurance company that handles ALA insurance.
5. Received from Van Buren District Library a picture of a bookmobile used by Branch County Library in the 1940's.

FINANCES

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

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PENDING BUSINESS

1. BDLHEA Report: No new business. Opening of contract discussions will begin in September.
2. Liaison Report:
 - a. Coldwater: Swanson reported CPL Board Members are still reviewing and sorting acid-free boxes from the Heritage Room. 200 visitors to the Heritage Room in July. Voted on purchasing a word processing program for Heritage Room. Also at the meeting was the new board member Carole Bolton.
 - b. Bronson: Hurd reported on the Summer Reading Program. Local merchants gave prizes to the children who completed their reading program. Ruth Bidwell contacted several artists in the area to display pictures in Bronson Library. More publicity on Bronson Library in the newspaper. Vera visited the Bronson Journal Office to complain about the headlines concerning the Bronson Library Meeting, July 20th. The article made it sound argumentative but it was a very friendly meeting. Was informed that someone else also had visited the Journal on the same matter. Mr. Uhrig and she contacted Senator Hoffman's office and inquired about the weigh station on I-69. Was informed that the weight station was broken and needs repair. Library supporters should write letters to the State Police Commander and Senator Hoffman to get weigh station operating and generating more penal fines.
Hurd mentioned the young man who caused the computer problem at the library has also caused problems within the community. The police know him and it could go to court. Wanted to mention that the computer was repaired, thanks to Bruce. The state preservation office has been contacted regarding historic building status.
 - c. Quincy: Brown reported there was a meeting last Wednesday morning. Received a letter from Mr. Koster as far as pricing the handicapped lift and was informed he can not do that; will have to seek another source for an estimate. They were also informed that Allen penal fines have increased. The Green Thumb person Pat Cotrell is working out really well. A laminating machine has been purchased and a scanner is on the wish list. Bruce is working on that.
 - d. Union Twp: Smitley talked with Linda and Pat. They were very happy with the success of the reading program. Linda had an article put in the newspaper about it. Linda informed Smitley that there once was a Friends of the Library Organization, but most of the people are gone from the community or not able to get out anymore. Memorials were discussed. More and better publicity for the Library is needed.

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e. Sherwood: Hutchins had a nice conversation with Carolyn Robbins and things are really perking out there. They are looking forward to our being there next month. More reports at that time.

f. Algansee: Since fair week is very slow and with family sickness they asked if they could close the library for that week. Children's Services meeting will be at 2:00 p.m. at Algansee August 19th, tomorrow. A small but very successful Summer Reading Program was held at Algansee this Summer.

3. Director's Report:

☞ Christie Kessler reported on the Summer Reading Program. It was another good summer working with the 4-H Fair Board. They provided gate passes, ride tickets and amphitheater tickets. 583 Children signed up at Central, with 17 story times, 9 additional story times from last year. County wide there were about 900, children signed up and 15,000 books read. Steady increase, almost doubled in 5 years. Circulation on computer helped with all the books to check in and out. Coldwater and Quincy Friends of Library donated time and money at their respective branches.

☞ Bruce Guy, Automation Librarian reported on the automation, including Gaylord Galaxy Contract, Data Serv LAN/WAN Contract. He gave a breakdown how the monies were spent. You don't see the monies spent that are connecting a library to a server that costs between \$8-10,000. Bronson, Coldwater, Quincy & Union libraries are connected to the main system. Keeping equipment updated and current is a challenge. Bronson is a test case for Internet. Hopefully by fall Kathy and Renee will be trained on Internet. It will be a branch decision on how much access the public will have and how it will be set-up. Quincy will get more traffic when the Internet is hooked-up. CBPU was on the front page of the Detroit Free Press.

☞ Central Library is in compliance with raised letters and braille for signs on restrooms for men and women.

☞ West door counter - not working. Serious problem getting full count daily for state statistics.

☞ Bruce finally has a chance to work with the Gaylord System. New overdue fines are changed. It went into effect 1st week of August.

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Director's Report: continued

- ☞ Barbara is entering received Michigan Documents lists on computer. Barbara & Sonya have been getting it organized since becoming a depository in May. It is wonderful information, and we will publicize it later after it's all in place.
- ☞ Problem with entrances at the Central Library. For both appearance sake and safety, we are looking into getting new mats.
- ☞ Since Havel Bros. is still having a problem getting A/C to the third floor, we have not paid the balance of their bill.
- ☞ Unique Management - positive report. Doing a good job, saving us lots of money.
- ☞ 3-M Contract on security system is expiring October 1st. Since the system is obsolete they will not renew it. We will just call the 3-M company if repairs are needed. We will need a new security system when funds are available.
- ☞ A gentleman is interested in purchasing the drawer section of one of the obsolete units of the card catalog which is currently being stored. Will sell it to him for as much as can be negotiated.

NEW BUSINESS

1. Woodlands Contract: Berg moved, supported by Swanson to renew the Woodlands Contract. Motion carried.
2. Delivery Contract: Brown moved to approve the Delivery Contract, Smitley seconded. Motion carried. Brown moved to appoint Mary Hutchins as our representative at Woodlands supported by Ashdown. Motion carried.

INFORMATION ITEMS

Noted.

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EXTENDED PUBLIC COMMENTS

Purpose in visiting Quincy branch is to be aware of the needs of the library and look at the direction the community sees for the library.

List of major needs: Wiring (a major concern) shelving, handicap lift, restroom renovation, book drop, Internet, computer desks and chairs, more hours.

Mr. Koster's space/floor plan was introduced.

Sharland explained that capital money of approximately \$9,000 will be available early in 1999. The agreed-upon Plan of Service says Township and Library Board will work together on planning capital expenditures.

ADJOURNMENT

Meeting adjourned at 7:35 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