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10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES

December 21, 1998

Central Library Meeting Room
5:00 P.M.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused).

ALSO PRESENT

Jane Baldwin, Sandy Cunningham, BDHLEA Representative; Judy & Bill Deeren, Linda Hudson, Carole Maddox, David Rumsey from Rumsey & Watkins and Dick Smolinski.

APPROVAL OF AGENDA

Swanson moved, seconded by Brown to approve the Agenda with one addition to New Business, #7 FAX machine for Union Twp; addition to Finances #5 Audit engagement. Motion carried.

*Noted at 6:00 P.M. a Labor Grievance Hearing.

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PUBLIC HEARING ON 1999 BUDGET

David Rumsey from Rumsey & Watkins gave the Budget Report for 1998 and discussed the financial Statement. Noted were general fund; special revenue; capital projects fund; 1998 audit proposal; 1999 accounting proposal. Line items were explained.

Swanson moved, Berg seconded to accept the budget report. Motion carried.

Swanson moved, Brown supported to eliminate 1998 special revenue fund and transfer to 1999 general fund. Roll call vote 6 Ayes, 0 Nays 1 Absent.

*Hutchins recommended that the Audit Bid from Campbell, Kusterer & Co of Bay City not be accepted. Their references were good but they do not list library clients who have large multi-branch systems. Their bid was a bit lower then Rumsey & Watkins but Rumsey & Watkins is familiar with our accounts, can do complicated audits and is close by for convenience.

Swanson moved to retain Rumsey & Watkins for Audit of 1998, supported by Berg. Motion carried.

Swanson moved to retain Rumsey for monthly financial statement. Smitley seconded. Motion carried.

6:21 P.M. David Rumsey continued with the Special Revenue Fund. Swanson moved to accept the special revenue fund, Brown seconded. Motion carried.

LABOR GRIEVANCE HEARING

6:00 P.M. President Sharland asked Judy Deeren if she wanted closed session. Judy declined. Judy thanked all fellow workers for being present. Judy read her statement, gave copies to President Sharland. The following BDLHEA members made statements: Hudson, Maddox and Smolinski. Judy will be notified in five (5) working days of the BDLs Board's decision. Labor Grievance Hearing closed at 6:20 P.M.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Swanson moved, to accept the minutes of November 16, 1998, Smitley seconded. Motion carried.

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CORRESPONDENCE

- ☒ Letter from State Police Commander Diane Garrison notifying us of repairs to the scales on I-69.
- ☒ Correspondence from Judy Elliott, County Clerk to Carol Brown on her reappointment to be Quincy Township Representative.
- ☒ Notification of John Swanson's re-appointment approved by the City of Coldwater.
- ☒ Information from Unique Management who have been beneficial in recovering library fines & materials.
- ☒ Note of thank you to Jeanne Moeller one of our Heritage Room Volunteers and praise for friendliness & helpfulness of all library personnel.

FINANCES

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

PENDING BUSINESS

1. BDLHEA Report: Cunningham reported the "Jeans Day" raised \$100.00 for the Shelterhouse. Nothing from the bargaining unit. Labor Negotiations are scheduled for January 11th.
2. a. Coldwater: Swanson reported: the CPL Board met with the volunteers of the Heritage Room, discussed the computer situation, meeting was then adjourned to the basement of City Hall, local documents have water damage, some materials will be disposed of.
b. Bronson: Hurd reported: Meeting with Friends of the Library had seventeen (17) people in attendance. Have organized a Library Board, 3 volunteers from the Township, 3 volunteers from the City. Jeanne Unterkircher will preside as Treasurer. No report from Carole this week. Visit to Mendon Library was really great. Newspaper coverage is needed, checking into weekly column.
c. Quincy: Jane Baldwin reported for Carol Brown who was away. Also, commented on the Mendon Library visit. Waiting for contractor to come and look at the building. Everything going quite well.

PENDING BUSINESS continued

d. Union Twp: Smitley reported: There were a lot of students in the library last week working with Pat K. Sorry to say computers were down. Smitley will be taking a long vacation. Pattie Walter will be sitting in on the BDLS Board Meeting in January.

e. Sherwood: Hutchins reported Carolyn is sending in books to be cataloged and we are finding mildew on some books after the covers are removed. Sharland addressed the issue of dampness in the library.

d. Algansee: Hutchins reported that Algansee is getting ready to close for the three (3) months, all money is being returned to Central Library.

3. Director's Report:

☞ Director's goals for 1999.

☞ Use of our printers on the Reference Floor.

☞ Under FOIA (Freedom of Information Act) had to submit all reports of improper use of Internet to a group in Ohio.

☞ "Rogues Gallery" of library people in the news on staff room door.

☞ Havel Bros out again to check on heating. Still having heating problems in the building.

☞ Sonja Harris & Dee Snyder, our Green Thumb people, have been out sick. Staff helping with shelving books.

☞ Almost all of the evaluations are done for this year. They included updated position descriptions.

☞ Hutchins will write a thank you note concerning the Mendon Library trip.

☞ Appeal of what can we do as a whole for state aide and penal fines. Board needs to communicate with our new State Rep, Stephen Vear. Board asked Hutchins to invite him to a Board Meeting.

☞ Final bill from Jepson Electric.

☞ Cass District Library will be leaving Woodlands Coop. Jackson might join.

☞ Hutchins received a telephone call from a gentlemen who complimented her on the improvement in the reference department and thoughtfulness of Ellen Shoun.

☞ Jim Siedl from Woodlands mentioned that it is Michigan State Law all Board Members are to be sworn in. Renewals also need to be sworn in.

☞ Hutchins turned down several important community committee appointments due to press of library affairs.

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NEW BUSINESS

1. Swanson moved to adopt resolution for 1999 Budget, Smitley supported.
Roll call vote: 6 Ayes 0 Nays 1 Absent. Motion carried.
2. Strategic Planning needs to be addressed. Finish up 97-98 or incorporate with 99. Before 2000 we need to have another focus group meeting.
3. Approved agreement to work with Head Start. Pattie Walter will be working on this. Head Start wants to have an evening meeting in at least one branch probably Bronson.
4. Hutchins recommended a new FAX machine for Central. Central's will be sent to Union Twp. to replace theirs which is not repairable. Board approved of this Capital expense.
5. Longer Branch hours will be discussed with the communities.
6. Audit proposal updated in earlier part of meeting.
7. Report on Investment by Rumsey earlier part of meeting.

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

No one at this time.

CLOSED SESSION

Closed session to discuss BDLHEA Contract.

ADJOURNMENT

Adjournment at 7:55 P.M.

Submitted by:

Carol Brown
Carol Brown, Board Secretary

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