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10 E. Chicago St  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES

February 15, 1999

Central Library Meeting Room  
5:00 P.M.

PRESENT FOR ROLL CALL

Carol Brown, Vera Hurd, Richard Sharland, President; John Swanson and Director Mary J. Hutchins.

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused), Jeanne Berg (excused) and Rosemary Smitley (excused.)

ALSO PRESENT

Carole Maddox, Bronson Branch Manager; Bruce Guy, Automation Librarian; Pattie Walter, Union City; David Rumsey from Rumsey & Watkins.

APPROVAL OF AGENDA

President Sharland stated that we have scheduled Mr. Rumsey from Rumsey & Watkins, Carole Maddox from Bronson and Girl Scout Troop #921 as they arrive. #6 Pending Business Personnel Committee Report and actions on wages and salaries will be addressed at the March Board meeting. Swanson moved, seconded by Hurd to approve the Agenda as amended.  
Motion carried.

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BRIEF PUBLIC COMMENTS

Carole Maddox, Bronson Branch Manager reported good news from Bronson Library. The Branch County United Way has donated \$1,200 dollars to the library to be used for children's books. Carole asked that Bronson capital funds be used for other items on their "wish list." President Sharland to sign forms to receive monies.

Carole provided a branch manager job description and asked that branch managers be paid the same as Reference staff. Sharland mentioned that it will be addressed at the Personnel Committee meeting.

Carole also reported that she hand carried an newspaper article to the local paper.

There was a Friends of the Library meeting. Carol Brown came to speak and give the Friends ideas on fund raisers. Carole & Steph attended the schools "Partners in Print." (Partners in Print is to encourage parents to be involved with reading programs.) They have attended two meetings and two more meetings to go. Head Start approached Carole & Steph to have all their children to attend the Story Hour (36 children). Bronson Story Hour will do two sessions of 18 children each. Three people have volunteered to help at the library during Story Hour.

This will cover liaisons report of Bronson.

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David Rumsey  
Rumsey & Watkins

Dave gave a preliminary copy of the audit to the board which he requested be returned to him after the next board meeting. He recommended that in future years the board adopt a budget with only total revenues and expenditures. That way it is easier not to incur a deficit on a specific line item. The staff can use as a guideline more definite fund allocations to each line item. This year we incurred a deficit from several unforeseen events. We hired Perry Personnel to replace the director's secretary and the heating and cooling upgrade to the building needed unexpected additions. Since we have a fund balance, this is not serious. But a better way would be not to adopt a total line item budget. Dave also recommended one CD be invested for 6 months.

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Junior Girl Scout Troop # 921  
presentation

Junior Girl Scout Troop #921 (troop of 7) had an overwhelming candle and cookie sales this year. Nola Baker, Girl Scout Leader; Ashley Baker and Karissa Wagoner presented to the Board a check in the amount of \$50.00 to be designated for Children's Services. The troop had a field trip here, part of their book badge, and it coincided with Library Week. They are going to do a few more fund raisers before the year is over and hopefully be able to give more donations.

APPROVAL OF MINUTES

Swanson moved to accept the minutes of December 21, 1998, seconded by Hurd. Motion carried.

Hurd moved to accept the minutes of January 18, 1999, seconded by Swanson. Motion carried.

CORRESPONDENCE

- ☒ Interest Statement from Southern Michigan Bank & Trust .
- ☒ Thank you from Aisha Ali and Family and a special thanks to Reference people.
- ☒ Letter of frustration from Jack Eidelbuss on our parking situation.
- ☒ Tax Abatement application for industrial facilities from Bundy Corporation.
- ☒ Century Bank and Trust informed Branch District Library we are named in Anne Trebilcock trust to receive a bequest.
- ☒ FAX from Havel Bros. with estimate to open up 3<sup>rd</sup> floor office ducts in the three offices. Hutchins will send FAX to Havel Bros. with approval from Broad with a letter questioning these extra charges.
- ☒ Correspondence from Rumsey & Watkins on Y2K that they are upgrading their equipment to meet customer expectations of compliance.
- ☒ Branch County Community Foundation, Inc. Coleen Knight discussed with Hutchins possibilities, advantages, and disadvantages of creating a fund with the Branch County Community Foundation, Inc.

### FINANCES

1. Approval of Bills: Brown moved for approval of the bills. Hurd seconded.  
Motion carried.
2. Financial Statement: Reported by David Rumsey earlier. Swanson moved, Brown seconded to accept January 99 financial statement. Motion carried.
3. Penal Fine Chart: Discussed.
4. Internet Account Report: No longer necessary on Agenda.

### PENDING BUSINESS

1. BDLHEA Report: No report this month. Waiting for decertification.
2.
  - a. Coldwater: Hutchins reported that the CPL Board decided on locked cases. Mr. Scott was in this afternoon to look at the area where they are to be constructed. The Board has a few more acid-free boxes to examine and that project will be finished.
  - b. Bronson: Refer to Carole Maddox report earlier in the meeting.
  - c. Quincy: Brown reported she attended the Friends meeting at Bronson last week, a really good meeting. She also attended the Quincy Meeting: Kathy has been going to the Middle School and will continue to go to the Middle School every first of the month to help get feed-back from the kids on what they would like to develop in a Young Adult Section in the library. The kids are very excited because they said that they would like the library to consider getting teen magazines, videos, CD's and of course more fiction books. February 22<sup>nd</sup> they are going to hold a Head Start meeting at Quincy with parents and children and will tour the library. They have enough money to order the drop-box. It takes 7-8 weeks for delivery. The Nika Literary Club will be donating \$450 designated towards the lift project which has over \$9,000 already in donations. Book Club meeting May 3<sup>rd</sup>, 9:30 - 11:30 A.M. will be on a regular basis. Looking into getting a new answering machine for the phone. Can't seem to get estimates for the wiring - still pending.
  - d. Union Twp: Walter reported she visited the library on Saturday. She noticed the new carpeting is soiled from the back door to the front door and perhaps it should be cleaned and a runner purchased. Hutchins reported that it belongs to the township. Walter will bring it up to the township. Spoke with Pat and everything was fine. Bruce mentioned he has been checking into the two new work stations. Custer Furniture pricing of \$2,000 for both stations. Van Wormer told Hutchins a retired teacher from Athens will be helping with Story Time.

PENDING BUSINESS con't

- e. Sherwood: Carolyn's breakdown of the registered borrowers (Village 144, Township 163, other townships 24) show a pretty even split between Village and Township. Meeting with Sharland, Guy, and the Township will be scheduled regarding the water problem. A pump and where to pump the water may solve the problem in order to ready the building for the new computers and save the books from dampness and mildew. Guy will also meet with Robbins to do a layout of the computers. Robbins' husband will donate his electrical service.
- f. Algansee: Lisa was in working on her book orders for Summer Reading. Aim is to have the Algansee Branch cataloged by the time it re-opens in April.

Everyone throughout the system is happy about the LSTA Grant of \$24,649.00 to be used for computers and aid in cataloging. We received notification this Saturday February 13<sup>th</sup> and have until March 2000 to spend it.

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Bruce presented Grant & Y2K

Bruce presented a proposal to the Board to accomplish two things: to upgrade our computers to Y2K and get our Galaxy computers on Graphical Galaxy. He explained that in addition to the LSTA grant for computers for Algansee and Sherwood, the Woodlands Coop has set aside \$12,000 to upgrade our Interlibrary Loan computers. There is also the possibility we might receive some of the Gates money. It's important to have a plan for all these computers in place ahead of time.

PENDING BUSINESS con't

3. Director's Report:

- ✍ Lois Voss, Principal of Girard School was here today. Two very nice compliments: (1) thanks for the old computers we gave them. The children in the elementary school have been using them. (2) Her daughter was home from college, had gone to KCC to look for some materials and couldn't find what she wanted. Lois told her to go the Branch District Library and our Reference Staff got her every thing that she needed. She wanted to compliment us on the efficiency of the Reference Staff.
- ✍ We have ordered lockers for staff people who do not have lockers.
- ✍ Ordered people counters for Bronson, Quincy and Central. Haven't ordered for Union yet.
- ✍ A very good deal on three beautiful \$400 chairs from Grahl, for \$100 each if we pick them up.
- ✍ Our two latest employees Mary Burdick and Lynelle Eash both who have worked in libraries before are doing great.
- ✍ Contact with KCC done with Dial connection. Upped the contract \$380 for materials.
- ✍ Book selection of best books of '98 was good even though we had a very poor book budget.
- ✍ We are now almost ready to open up the Michigan Documents to the public. Since BDLS is the depository documents are free of charge.
- ✍ Kiosk will go to Health Department freeing up much needed space for the computers in the Reference Room.
- ✍ Everyone ordering books use Baker & Taylor for the discounts.
- ✍ Copy of a case in a library on the Internet regarding filtered Internet.
- ✍ I was quoted in the Battle Creek Enquirer today about my comment on raising the Internet rate.
- ✍ Editorial in the Daily Reporter "Librarians shouldn't have to be public Internet police."

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4. Breton Group made a proposal of \$7,500 for consulting service. Hutchins informed Board that she had talked with Mark Morrow re the Breton Group quote and advised him Board would probably not be able to move ahead until later in the year.
5. Building Committee report by President Sharland - Durotec Roofing Co. was not able to give advice about the roof as its product is for flat roofs.
6. Personnel Committee Report and actions on wages & salaries. (Postponed until March 15<sup>th</sup> Board meeting.)

NEW BUSINESS

1. Audit - Dave Rumsey reported earlier.
2. Acceptance of LSTA Grant. Swanson moved to accept LSTA Grant, and authorization of President Sharland to sign, seconded by Hurd. Motion carried.

INFORMATION ITEMS

Noted.

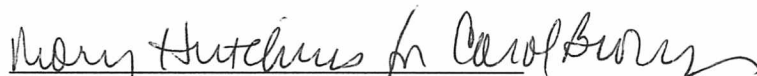
EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment at 7:40 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 E. Chicago St., Coldwater, MI 49036. (517) 278-2341 FAX (517) 279-7134