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10 E. Chicago St
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
August 16, 1999
Central Library Meeting Room
5:00 P.M.**

PRESENT FOR ROLL CALL

Carol Brown, Vera Hurd, Richard Sharland, President; Rosemary Smitley
and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Jeanne Berg & John Swanson (excused), Marilyn Ashdown (arrived 6:30 p.m.)

ALSO PRESENT

No one.

APPROVAL OF AGENDA

Brown moved, seconded by Smitley, to approve the Agenda with one (1) addition New Business #6 Unique Management Agreement update. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Smitley moved, seconded by Hurd, to approve the Minutes of July 19, 1999. Motion carried.

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CORRESPONDENCE

- ☒ Energy Savings Report from Havel Bros.
- ☒ Letter of concern from Betty Harmount, Branch County Literacy Council student tutor, about entrance for the handicapped.
- ☒ Reply from Phil Hoffman regarding the legislative alert about MDOT.
- ☒ Tax abatement application for industrial facilities Carbur Tool LLC & Brazing Concepts Company.
- ☒ Thank you letters from State Library of Ohio & Library of Michigan.
- ☒ Copy of a motion to the State of Michigan "Michigan Tax Tribunal" to withdraw the 1998 and 1999 personal property assessment appeals for certain parcel numbers from the Tribunal's docket for Quality Spring/Togo, Inc.

FINANCES

1. **Approval of Bills:** Brown moved for approval of the bills as presented, seconded by Hurd. Motion carried.
2. **Financial Statement:** Brown moved to accept the financial statement, seconded by Hurd. Motion carried.
3. **Penal Fine Chart:** Noted.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Hutchins reported that the CPL Board went through A/V items from the Heritage Room.
 - b. **Bronson:** Hurd mentioned that Bruce had installed the bilingual software program. One Mexican woman wanted to use it and really was excited about it. Carole is dialoging with this mother and learning Spanish while Carole is teaching her English. Good coverage in the Newspaper on new children's book available, new computer games and how many attended kindergarten in the library. Branching Out would be mailed to the Township Office and City Board. Thank you to R. Sharland & M. Hutchins for attending the Township Board Meeting. As a result of that meeting the entrance to the library is being spruced-up, and pointing of the bricks being considered.

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Friends of the Library will be meeting Tuesday night; Library Board meets Wednesday night. At the last Board meeting Hurd brought up that the Plan of Service was being reviewed. Mrs. Richardson, a children's author will be coming the end of September and will also do book signing. She is the author of "Grandma's Attic."

c. Quincy: Brown reported that 62 kids completed the Summer Reading Program out of 129. The children must read 20 books to complete. Binder Park Zoo Mobile was really amazing and enjoyed by both children and adults. Care Center and Friends of the Library made this possible. The party was enjoyed by all. Mr. Costell brought in a popcorn machine. Kathy will be writing another grant. All is progressing: shelving and monies for the lift half-way there.

d. Union Twp: Smitley reported that Linda was unhappy with the letter that was sent to the Township Board about the children's area. The children's area cannot be seen from the work station.

e. Sherwood: Carolyn informed Hutchins that no decision has been made but the Village may purchase the building for \$25,000, and the Township is realizing they have a financial obligation to keep the library there. The people want the library. The dehumidifier is working. On Wednesday, August 18th GTE will be at the library.

f. Algansee: Hutchins reported that Lisa Wood will be resigning from Algansee due to family reasons. Joy wants to keep the library there. There has only been one bid for knocking out the wall. The bid was for \$1,300. Sharland will go out to check on doing the construction himself. Bruce has the telephone coming. Lisa's job will be posted will. Joy Wood said she would substitute.

Brown moved to let Hutchins make the decision of what person will be doing the construction at Algansee, Ashdown seconded. Motion carried with Sharland abstaining.

2. **Plan of Service:** Tabled until September meeting due to two (2) Board members being absent. Plan of Service will be given to Branch Advisory Boards by their liaison.

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3. **Y2K Committee Report recommends:** (1.) Board to authorize Bruce Guy to spend up to \$500 for necessary equipment to ensure Y2K. If he needs to spend more, he will need authorization from Sharland or Swanson, if prior to a Board meeting and there is urgency; (2.) Board to authorize Central Library to be closed the morning of Monday, January 3rd 2000. Regularly scheduled staff will report to work as scheduled to assist in any testing or procedures to prepare the library to open at 12:00 noon; (3.) If there are major problems, Board to authorize management staff to close and follow regular emergency procedures of notification. Smitley moves to approve the Y2K Committees (3) three recommendations, seconded by Brown. Motion carried.
4. **Personnel Committee Report:** Personal Improvement Plan for technical services personnel and Staff Council Survey were discussed. Recommended Charlaire Ezell to present a staff training session on staff relations, job harassment and sexual harassment on September 20th.
5. **Libraries: An American Value:** Endorsed by Library Boards all over the county. Staff will follow Board Policy on Internet use. Brown moves to endorse "Libraries: An American Value", seconded by Hurd. Motion carried.
6. **Director's Report:**
 - Summer Reading Program Report 1978-1999 by Kessler. Algansee & Sherwood will have their reports in this week. Girard had closed in 1978 and Lakeland closed. Central went from 150 to 591; Quincy 65 to 129; Bronson 64 to 75; Union 82 to 68. These are people who were signed up, not the completion list.
 - Handout "Protecting Minors on the Internet"
 - Copy of Quincy Newsletter.
 - Letter to the editor about the Quincy/Coldwater Library by Helen Worthen.
 - Trouble with the telephones. Paving of Route 12 by heavy equipment might have been the cause.
 - Library building is all re-keyed except for the back door. Because of water damage and the door rusting out a whole new turn-key needed to be ordered.
 - Last coat of paint going on the front porch. Smolinski has done a fine job.

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- Reference Room is re-arranged due to Internet abuse and for Y2K updates.
- Internet in the Staff Room. Internet upstairs is very busy and as soon as Bruce can free up a computer it will be placed in the Employee Staff Room for use on their lunch or break time.
- Bronson Township Meeting attended by Sharland & Hutchins.
- Serious power outages on August 3rd, the Library was down three times and all computers had to be re-booted.
- Children's Service Committee needs to meet afterwards to set up a November meeting date.
- Need to set up a meeting of the Building Committee in September.
- Lisa Wood resigning from Algansee due to family commitments. Job to be posted. Letter of appreciation will be sent to Lisa from the BDLS Board.
- The elevator broke on Thursday night, caught a handicapped person, and again on Friday morning. The repairman located a faulty switch and since it was not repaired during service they did not charge us for it.
- CBPU shut off water when use of a welding torch set off the fire alarm. Smolinski called the alarm service and they placed him on hold causing the fire department to come. Our alarm system is located in Minneapolis. Checking into County 911 taking care of the alarm system for the library.
- Pat Costell training with Linda Grill went well today.
- Next week on vacation and will be out-of-town. Guy & Grill will be here.

NEW BUSINESS

1. Charlaine Ezell Contract & closing Central 10:00-12:00 noon Monday, September 20th. **Smitley moved to sign contract and approve closing of Central on morning of September 20th, seconded by Ashdown. Motion carried.**
2. Board delegate to Woodlands October 16th (Saturday) all day retreat. Board members will check schedule and Sharland will be back-up if no other member can attend the retreat with Hutchins.
3. Woodlands Contract: **Brown moved to authorize President Sharland to sign the Woodlands membership and delivery contract for another year, Hurd seconded. Motion carried.**

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4. Policy on Continuing Education: Branch personnel needs to keep up certification. **Hurd moved to adopt the Policy on Continuing Education, Smitley seconded. Motion carried.**
5. Use of Library Porch for photography: Ken Klein asked to use the front porch for portrait sittings. Great publicity for the library. **No motion needed.**
6. Unique Management Agreement: **Hurd moved to accept Unique Management's new Agreement signed by Hutchins, Smitley seconded. Motion carried.**

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None at this time.

ADJOURNMENT

Adjournment at 7:30 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