

DRAFT

10 E. Chicago St
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
October 18, 1999
Central Library Meeting Room
5:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Vera Hurd (excused to leave at 7:00 P.M.), Richard Sharland, President; Rosemary Smitley, John Swanson, and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Jeanne Berg (arrived 5:15 P.M.)

ALSO PRESENT

Bruce Guy, Automation Librarian; Carole Maddox, Bronson Branch Manager.

APPROVAL OF AGENDA

Brown moved, seconded by Smitley, to approve the Agenda with two additions to New Business, #10 snow contract with Branch County Courthouse; #11 State Representative Steve Vear letter.
Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Swanson, to approve the Minutes of September 20, 1999.
Motion carried.

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CORRESPONDENCE

- ☒ Thank you note from a patron to Barbara Burkhardt for her assistance.
- ☒ Correspondence from Chelsea District Library. Voters approved a 1.75 mill levy.
- ☒ Tax abatement application for industrial facilities from Impact Precision Forge, Inc.; Quality Spring/Togo, Inc; Fort Dearborn Company; Asama Coldwater Manufacturing, Inc; and Putnam Machine Products.

FINANCES

1. **Approval of Bills:** Brown moved for approval of the bills as submitted, seconded by Smitley. Motion carried.
2. **Financial Statement:** Swanson moved to accept the financial statement, seconded by Hurd. Motion carried. Brown moved to take the undesignated money from the endowment fund of \$13,128.01 to be used to purchase books, seconded by Ashdown. Motion carried.
3. **Penal Fine Chart:** Noted.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Ashdown reported that the CPL Board Meeting discussed the Christmas letter to be mailed out for donations.
 - b. **Bronson:** Hurd reported on on-going activities of the Friends. The event with the two authors went very well. Bronson Board met the following night and went over the Plan of Service. Maddox & Davis ask for permission to be paid and be at the library Saturday while new carpeting is being put in. They were told to proceed.
 - c. **Quincy:** Brown reported that the shelving order was in and will be shipped around December 17th, arrives around December 20th. Jennings Elementary has a display of the books that the library purchased with the money they donated. Kids excited to see the books. Bats around the chimney. Kathy has another grant in process. Friends will be having another book sale on November 5th & 6th during Harvest Festival. Kathy working out the bugs on Galaxy. Plan of Service reviewed.

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d. **Union Twp:** Smitley reported VanWormer will start Story Time second week in November. Linda will be working on themes. Joyce Spencer will be doing Story Time, but has not met with Linda. Library usage has been slower. Need for more inspirational books. The new Galaxy is slower and harder than the old system and takes longer to get information according to VanWormer.

e. **Sherwood:** Hutchins reported Carolyn has been in for training and coming along very well. Book collection being added to. Friends of the Library received large donations and offered them to Sherwood and Algansee to build their collections. The Village is purchasing the building from the Township. Clarification on space will need to be discussed with the Village. Bruce will be placing the computers in the library soon.

f. **Algansee:** Hutchins reported that she, Richard Sharland and Lynnell Eash met with Algansee Township representatives Erica Ewers and Suzie Preston to discuss the operations of the Algansee library. Joy wants to close the library for the month of February. A meeting with the Algansee Township reps and the Wood family is being scheduled.

Berg moved to allow Algansee Library to be closed for the month of February one time only. Central to have access for that month. Seconded by Hurd. Motion carried.

2. **Director's Report:**

- ▶ Two new employees: Tim Miller and Jodi Murray to take up hours yielded by another employee.
- ▶ Training Session for Graphical Galaxy reported by Maddox.
- ▶ Writing a grant for handicapped door or door bell to be installed on the East side of the building. Jepson Electric will provide the estimate. Southwest Michigan Rehabilitation Foundation in Battle Creek will consider the grant request.
- ▶ Kessler & Hutchins met with the two new librarians from the Coldwater Schools.
- ▶ Smolinski was able to fix the compact shelving when a switch went out.
- ▶ Havel Bros. got the new pump in.
- ▶ Vandalism on the East side of the building on the stone wall. People have been chiseling at the stone on the sides of the doors.
- ▶ Security System needs replacement. Vandalism on 2nd floor.
- ▶ BDLHEA has completed their financial business. All checks have been cashed.

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- ▶ Request for a Board member to attend a meeting on Sunday, October 24th, at 6 P.M. at the Free Methodist Church, Fremont Street, Coldwater. Phil Burgess will be speaking. Family Friendly Libraries have been going around to the communities with concerns about pornography and charges that libraries are encouraging kids to access it. Hurd will try to attend.
- ▶ Friends of the Library annual meeting is Sunday afternoon, October 24th, from 2:00-5:00 P.M. at the Legg Middle School with Ray Walsh appraising books. Public is invited.
- ▶ Call or contact Rep. Vear concerning the Penal Fines.
- ▶ Letter to approve to send to Rep. Vear thanking him for what he has done so far.
- ▶ Unique update.

3. **Plan of Service (including proposed Branch Enhancement Fund.)**

Table until November Board meeting. We will ask Dave Rumsey to address the issue then. Update on Bylaws also will be considered during November meeting.

NEW BUSINESS

1. BDLS Board year 2000 meeting dates: Hurd moved to adopt the resolution for year 2000 meeting dates, seconded by Smitley. Ayes 7, Nays 0, Absent 0. Motion carried.
2. Telephone renewals: Brown moved to adopt the policy on renewal materials, seconded by Hurd. Motion carried.
3. Report of Personnel Committee: Budget recommendations - #7 draft of 2000 budget.
4. Report on meeting with Judge Coyle: Hutchins, Sharland and Smitley met with Judge Coyle and discussed penal fines. He listened to our concerns and had concerns of his own. We will receive an increase but not the increase we were hoping for. Judge Coyle will look at reallocating the fines and court costs next year.
5. Report on finance meeting in Zeeland: Hutchins and Sharland attended. Sharland reported that he inquired about finances and audits and was assured we were doing things right.
6. Report on Woodlands Retreat: Ashdown, Brown, Guy, Hutchins, Sharland, Smitley attended. Comments: Woodlands budget will be okay for this next year. Woodlands budget & cut backs discussed for the fiscal year of the Cooperative beginning October 2000.

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7. Preliminary Draft of year 2000 budget: Public hearing next month to adopt budget.
8. Jeanne Berg asked not to be reappointed to another term on the Board due to her new job responsibilities. Hutchins will publicize the opening and request applications. One person has already shown interest.
9. Policy on Renewal of Materials: Brown moved, Smitley seconded to adopt policy on renewal of materials. Motion carried.
10. Snow Contract with Branch County Courthouse: Swanson moved, Hurd seconded, to accept the snow removal contract with courthouse. Motion carried.
11. Letter of thanks to Rep. Steve Vear: Signed by President Sharland.

INFORMATIONAL ITEMS

Bruce Guy, Automation Librarian reported on Central and branch's computer and equipment areas.

EXTENDED PUBLIC COMMENTS

None at this time.

ADJOURNMENT

Adjournment at 7:20 P.M.

Submitted by:

Mary J. Hutchins for 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