

10 E. Chicago St - Coldwater, MI 49036

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**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

**April 10, 2000**

**Central Library Meeting Room  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, John Swanson, Rosemary Smitley and  
Director Mary J. Hutchins

**ABSENT FOR ROLL CALL**

Vera Hurd (excused), & Richard Sharland (excused.)

**ALSO PRESENT**

Jane Baldwin, Quincy Library Board; Carole Maddox, Bronson Branch Manager; Dave Rumsey,  
Rumsey & Watkins; Gayle Clover, Bronson Library Board.

**APPROVAL OF AGENDA**

**Brown moved, seconded by Cherry to approve the Agenda with one addition under New  
Business: #5. Closing the Library to have new carpet placed on the stairways & landings.  
Motion carried.**

**BRIEF PUBLIC COMMENTS**

- C. Maddox: Several employees expressed that they would like me make the comment of  
questioning why the Board doesn't contribute anything to our volunteer luncheon  
or whatever we have.
- Hutchins: They do.
- C. Maddox: They do? The employees are not aware of it.

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- Hutchins: They pay for all expenses that people had to have out of pocket expenses.  
C. Maddox: Better let everyone know because they don't think they do anything.  
Hutchins: That's the way it's been for years and years, since I've been here.

### APPROVAL OF MINUTES

**Brown moved, seconded by Brown, to approve the Minutes of February 21, 2000 with one correction, under Coldwater Liaison's Report #5 doing instead of going. Motion carried.**

### CORRESPONDENCE

- ☒ Received a letter from the Gaylord Information Systems. Several problems with service.
- ☒ Thank you from St. Joseph Mediation Center for the use of the Conference Room.
- ☒ Thank you notes from staff members who attended the Children's Workshop in Albion, Stephanie Davis, Carolyn Robbins, Pat Kaniewski.
- ☒ Three tax abatement applications for Coldwater Products; IMCO Recycling of Michigan and Alchem Aluminum.
- ☒ Thank you from Branch-Hillsdale-St. Joseph Community Health Agency for Health Screening at Library.
- ☒ Thank you from a patron, Carole Nelson about good service from staff.
- ☒ E-mail from Debbie Gallagher about Internet filtering software.
- ☒ Senate Bill 198 passed: prohibits public employers from mandating employees to reside within a specified geographical area as a condition of employment or promotion.

### FINANCES

1. **Approval of Bills: Cherry moved for approval of the bills as submitted, seconded by Ashdown. Motion carried.**
2. **Financial Statement: Brown moved, seconded by Smitley that we accept the Financial Statement. Motion carried.**
3. **Penal Fine Chart:** Discussed.

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**PENDING BUSINESS**

1. **Reports from Central & Branch Liaisons:**

**a. Coldwater:**

- ✍ Due to lack of quorum there was no Coldwater Public Advisory Library Board meeting.

**b. Bronson:**

- ✍ Saturday Story Hour is doing very well with 10 children in attendance. Volunteers are doing the reading.
- ✍ Teaching a lot of patrons e-mail and Internet.
- ✍ Basement was painted on Saturday.
- ✍ Interested patron who runs a day care center asks if Bronson's Summer Reading Program would be scheduled in the afternoon.

**c. Quincy:**

- ✍ Lift project is on-going.
- ✍ Patrons happy with new shelves.

**d. Union Twp:**

- ✍ Linda VanWormer was in today to do a Book Exchange.
- ✍ Linda will be retiring some time this year.
- ✍ Linda & Pat working on the book collection
- ✍ Doing more children's programs, Pat attended the Children's Workshop.

**e. Sherwood:**

- ✍ Carolyn is working on book collection.
- ✍ Temporary contract signed with the Village.
- ✍ Mr. Robbins will be upgrading the wiring to accommodate Gates computers.
- ✍ We have to finish the LSTA Grant by going to Sherwood Elementary School.

**f. Algansee:**

- ✍ Seven children signed up for Story Time.
- ✍ Completing the LSTA Grant.
- ✍ Training for Jennings Elementary School scheduled April 13th.

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**David Rumsey**  
**Rumsey & Watkins**

Mr. Rumsey reviewed the 1999 audit. He explained that although several line items ran over budget, the overall financial situation was positive, giving no serious cause for concern. He complimented the staff on their cooperative work with Rumsey and Watkins in managing the financial affairs of the library.

He stated that in future years the library may be required to set values on fixed assets. Any new legislation will not have any impact for the present time.

Mr. Rumsey also addressed the Board's inquiry about changing the Capital Fund. He stated that there are two options:

1. Adopt a resolution eliminating the Capital Projects Fund.
2. Via a Board vote, preferably in connection with developing the new budget, change the formula and move some of the funds originally designated Capital Funds into operating budget. That would allow branches more flexibility to responding to their individual needs.

He also clarified capital expenditures as being expenditures for items of at least \$300-\$500, and said there is some leeway in defining capital money.

**Cherry moved, Seconded by Brown is accept the Annual Audit Report given by David Rumsey, Rumsey & Watkins. Motion carried.**

2. **Plan of Service Committee Report:**  
Meeting scheduled for Thursday, April 13<sup>th</sup> 6:30 p.m.
3. **Building Committee Report:**  
**Sharland approved due to the Board meeting being canceled.**  
Two items of importance; recommended by Building Committee.
  - (a) Compact shelving area: remove one shelf (\$470.00.)
  - (b) Stairways and landings need re-carpeting ( Shemel's) installed(\$2,000.00.)
  - (c) Door bell situation will have to be put on hold.

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4. **Director's Report:**

- a. Census person Dean Sullivan's last day will be Thursday, April 13<sup>th</sup>.
- b. Hired a new employee Teresa Eaton at circulation.
- c. Dick Smolinski fixed the shelving on the 2<sup>nd</sup> floor by stabilizing with surplus steel rods.
- d. Upon Dave Rumsey's recommendation we have renewed our CD's for another six months with Southern Michigan Bank.
- e. Sorry to report that Chuck Woodward has Leukemia. He prefers e-mail, but does welcome visitors.
- f. Coldwater Board has named Kim Guy, The Charles L. Woodward Genealogy Reference Librarian.
- g. National Library Week, Friends of the Library will have a program here at 7:00 p.m. "Kate's Pants" on Tuesday, April 11th.
- h. Volunteer Tea this afternoon honoring the volunteers.
- i. Vandalism to signs posted at East Lobby outside wall.
- j. Vandalism to screens on the 2<sup>nd</sup> floor.
- k. Back-up on Interloan, Gaylord's equipment not working. Cannot take anymore inter-library loans until later this week.
- l. Access issue received today with our new State Librarian on the cover, Christie Pearson Brandau. C. Brown reported that she was impressed with Christie and the fact that she will pay attention to all libraries not just the larger libraries. She asked for everyone's input.
- m. Smolinski replaced all the emergency lights and exit lights.
- n. The young lady who kidnaped that child was one of our former patrons.
- o. Several problem patrons: (a) refused to give proper information to receive a library card, pounded on the computer keyboard, used A.K.A. name, violated policies of library. (b) stalking a young teenage girl. Called police.
- p. Upsetting news about the Penal fines and Senator Hoffman. Vote is 70% to municipalities and 30% to libraries.

5. **Updating Policies:** All Circulation policies have been re-affirmed 2/21/2000. Deleting and making changes to the existing policies. **Brown moved, seconded by Smitley to reaffirm the policy on (Limit # of Books). Cherry abstained. Motion carried.**  
Policy on Capital Fund - hold for April 17<sup>th</sup> meeting.  
**Cherry moved, seconded by Brown to reaffirm library policies 4/10/00. Motion carried.**

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**NEW BUSINESS**

1. **Audit Report by Dave Rumsey:** earlier presentation.
2. **National Library Week:** Thank you notes to Rep. Vear & Senator Hoffman.
3. **Gates Foundation Grant:** Contract did not require a formal board vote. R. Sharland signed forms. Old computers delivered to Girard Elementary School. The next computers will be delivered to Jefferson Elementary School.
4. **Summer Schedule:** Summer Hours: June 8<sup>th</sup> to August 28<sup>th</sup>. **Cherry moved that the Summer Schedule 2000 Central Library as submitted be approved, seconded by Ashdown. Motion carried.**
5. **Closing the Library for re-carpeting:** **Ashdown moved to close the library, if necessary, for re-carpeting of stairways and landings, seconded by Smitley. Motion carried.**

**INFORMATIONAL ITEMS**

None at this time.

**EXTENDED PUBLIC COMMENTS**

No one.

**ADJOURNMENT**

Adjourned 8:25 P.M.

BDLS Board Minutes  
April 10, 2000

**draft**

Submitted by:

*Mary Hutchins for Marilyn Ashdown*  
Marilyn Ashdown, 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 4903, (517) 278-2341 FAX (517) 279-7134.**