

10 E. Chicago St - Coldwater, MI 49036

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**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

April 17, 2000

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

PRESENT FOR ROLL CALL

Carol Brown, John Sharland, President; John Swanson, Rosemary Smitley and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Marilyn Ashdown (arrived at 7:05), Dorothy Cherry (arrived at 6:20) and Vera Hurd (excused.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Carole Maddox, Bronson Branch Manager.

APPROVAL OF AGENDA

Swanson moved, seconded by Smitley to approve the Agenda with two addition under New Business: #4 Carpet Cleaning Contract & #5 Trebilcock Bequest; one deletion #3 Letter to Senator Hoffman. Motion carried.

BRIEF PUBLIC COMMENTS

C. Maddox: No news from Bronson. Union City patron said how pleased they are with the large print books.

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APPROVAL OF MINUTES

Swanson moved, seconded by Brown, to approve the Minutes of April 10, 2000.
Motion carried.

CORRESPONDENCE

- ☒ Thank you notes from staff members who attended the Children's Workshop in Albion: Marilyn Byers, Lynnell Eash & Mary Mowry.
- ☒ E-mail received from Marianne Hartzell of Michigan Library Association on the Senate passed version of HB 4927-HB4932 (local ordinance trucking violations.) Governor's office has indicated he will sign the Senate passed version (with 30% of the revenue going to libraries and 70% going to the local unit of government.)
- ☒ E-mail received from Dave Simmons, White Pine Library Cooperative; DRAFT PL Funding Initiative Group Minutes of 4/5/00.
- ☒ E-mail from American Library Association letting us know that (COPPA) which prevents minors from sending personal data online without a release from a parent or guardian, goes into effect on April 21st. This federal legislation stands for Children's Online Privacy Protection Act.
- ☒ Discussed complaint of non-response from Gaylord at last meeting. Galaxy status report will now monitor system daily.
- ☒ Havel Bros.; Tim Kerkstra was here and reported that he is waiting for the temperature data from the NOAA (about the heat.) Looks like we are still saving money on the energy. Maintenance costs are going up. Havel Bros did the air filters today. Was informed that two belts will need replacing. Belts have been in only two years. Have asked for a report.

FINANCES

1. **Approval of Bills: Brown moved to approve the bills as submitted, seconded by Swanson. 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:

- ✍ April's Coldwater Public Advisory Library Board meeting was cancelled due to Volunteer Tea.

b. Bronson:

- ✍ Nothing new.

c. Quincy:

- ✍ Found out that the Summer Reading Program theme is "Sports."
- ✍ Dates down for the Pet Parade and party.
- ✍ Reading program is broken up into two age groups from June 13th to July 14th the regular group; July 11th to July 21st the middle group 6-8 graders.
- ✍ Lift project is on-going.
- ✍ A little raise in the George Hawver estimate for the construction of the shaft and electric in the bathrooms.
- ✍ We do have the money for the lift.

d. Union Twp:

- ✍ Saw Linda VanWormer. Patrons concerned about more space in the library and more books. Was discussed with Linda and Hutchins.
- ✍ Concerned about the two new Gates computers and will this take space from the book collection.
- ✍ VanWormer interested in getting Michicard for Athens people. Then the Athens people can enjoy the large print books that Union City/Athens Lions Club purchased for the library which right now they are not using at the Union City Library.
- ✍ Pleased with press release having to do with the large print books. VanWormer worked very well with them.

e. Sherwood:

- ✍ Nothing new with Sherwood since April 10th Board meeting.

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f. Algansee:

- ✍ Positive report from Lynnell. The exchange rack is going very well. When the library is closed, the rack is placed in front of the library door and the patrons are very happy with it.
- ✍ More people into the library. Saturday room was full.
- ✍ Kids in for Story Hour.
- ✍ Positive reports from the parents concerning Story Hour.
- ✍ Joy feels we should not charge as high fines in Algansee as we do elsewhere. Lynnell mentioned that it is the Library System Board policy on fines.

2. Director's Report:

- a. A complaint from Debbie Morris from Sherwood. Has nine (9) children and feels since she is paying taxes, she doesn't have to pay fines on books. The 28 day books have a 7 day grace period. The library would give her a print out of the list of all the things she has checked out, even a receipt for when she returned the books. Library is trying to work with her. The Board may be hearing from her. She has had fines waived before.
- b. The Building Committee may remember that the large tree out by back had branches that were dangerous and needed trimming. The City came last week and trimmed it.
- c. Union Twp. Library space. Bruce went out and investigated that the computers won't take up any more space than the space of magazine rack. We exchange the magazine rack for a more compact magazine rack.
- d. Islamic Organization of American will be using the Conference Room for a meeting. Just wanted the Board to know. The room is to be used only for information purposes.
- e. Otis Company was called to check the dumbwaiter. Did a routine check on Friday. Saturday something happened and the lift got stuck. A team will be need to repair it.
- f. Staff meeting Monday May 8th at 9:00 A.M. - 10:00 A.M. Would like to invite Board members if your schedules allow.
- g. Havel Bros people were here and said we need two new belts. Expect more info. from Jeff Foster.
- h. With the Internet in place, being better informed. Getting more information, but spending more time online.
- i. Handicapped doors - bid received will be given to Building Committee.

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3. **Report on Plan of Service Committee:** On hold at this time.
4. **Report on Personnel Committee:** Sharland, Brown, Hutchins, Loretta Sherfield and Mary Cook discussed paid holidays, library closings, employees working over 21 hours a week, those working under 21 hours a week.

In Personnel Policies Manual on page 16 line item 2 should list New Years Day first instead of last. Page 16 line item 3, Floating Holiday allowance is three (3) per year. Page 16 line item 5 should read "Alternate day to be taken within the pay period." Also, line item #5 should read Part-time employees under twenty-one instead of "over."

Cherry moved to approve the typographical corrections in line item #2 Page 16 to move New Years Day in paragraph two from the end of the list to the beginning of the list to correct the line item #3 with 3 to 5 with each sub-heading under the Floating holiday allowance and to correct line item #5 paragraph to read "under" instead of "over," seconded by Smitley. Motion carried.

Christmas Eve day - Sunday paid holiday - alternate day is Saturday, December 30th, Library will be closed.

Ashdown moved to approve Saturday, December 30th library closed for New Years Eve Day, seconded by Smitley. Motion carried.

There are other issues that need to be brought back to the Personnel Committee before coming back to the Board.

Mary Cook leaving sometime in June or July of this year. There is a gap that will need to be filled. The committee has been looking at her position and recommend the position be upgraded to a Business Manager full-time position.

Cherry moved to approve the job description as read, seconded by Smitley. Motion carried.

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NEW BUSINESS

1. **Internet purpose:** Tabled until May 15th Board meeting.
2. **Annual Report:** Annual Report passed out to Board members. Will review at May 15th meeting.
3. **Letter to Senator Hoffman:** Skip at this time.
4. **Carpet Cleaning Contract:** Carpet cleaning during Memorial Day weekend for \$620.00 without the steps or landings as they will be re-carpeted by Shemel's.
5. **Trebilcock Bequest:** On January 27, 1999 we received a bequest from Anne Trebilcock, which was not designated, in the amount of \$2,500.00. Hutchins asks that it be put into book budget.
Brown moved to approve the monies be put into the book budget, seconded by Cherry. Motion carried.

INFORMATIONAL ITEMS

None at this time.

EXTENDED PUBLIC COMMENTS

No one.

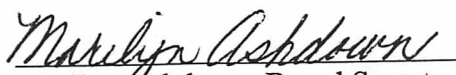
ADJOURNMENT

Adjourned 8:05 P.M.

BDLS Board Minutes
April 17, 2000

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Submitted by:


Marilyn Ashdown, Board Secretary


Board

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.