

draft

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
May 15, 2000
Central Library Meeting Room
6:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Richard Sharland, President; John Swanson, and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Vera Hurd (excused), Rosemary Smitley (excused.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Bruce Guy, Automation Librarian; Carole Maddox, Bronson Branch Manager; David Rumsey, Rumsey & Watkins; Lewis D. Uhrig, Branch County Commissioner for Bronson City, Bronson & Matteson Township.

APPROVAL OF AGENDA

**Brown moved, seconded by Ashdown to approve the Agenda of May 15, 2000.
Motion carried.**

BRIEF PUBLIC COMMENTS

No one.

APPROVAL OF MINUTES

Ashdown moved, seconded by Swanson, to approve the Minutes of April 17, 2000.
Motion carried.

Rumsey & Watkins
David Rumsey, Presentation

Sharland: Invited by the Plan of Service Committee. Discussed the Capital Fund with the possibility of dividing the Capital Fund 1/3 toward compensating the branches for space in the building, 1/3 toward branch enhancement, ie additional hours, materials or other local needs and retain the other 1/3 as a Capital Fund to update automated library system. Question: Left over monies from last year, if the Board changed Capital Fund for this year how would that money be handled?

Rumsey: That would be up to the discretion of the Board whether they would want to move part of that over, leave part of it or take the fund balance and divide that into the thirds that the Board is speaking of, or leave it there and use it for a capital improvement.

The money is there right now to be used for capital projects. It is earmarked for capital projects the way the Board has designated it. And it is up to the Board how it's to be used. The Board can decide how they want to spend all the capital money in year 2000, and get it down to zero or the Board can budget a deficit budget for the year 2000 if you use the fund balance.

Need a resolution by the Board to move it over to use it. It's a Board designated policy that you divide property taxes 6/7 general fund, 1/7 capital outlay. Contact Andy VanDoren to have something in place by July 1st. 1999 property taxes - \$62,600.00 - divided into 1/3's = \$21,200.00 in each. Leaving of 1/3 in capital outlay; rental of facilities decide - how the board wants to make payments monthly, quarterly, semi-annually, annually; Branch enhancement. Discussed townships & village contacts.

CORRESPONDENCE

- ☒ Memo from Dick Smolinski to Sharland/BDLS Board.
- ☒ Note from the County Board of Commissioners, Minutes - Millage will generate approximately \$778,129.00 for the 2001 tax year.
- ☒ In regard to the Kellogg Community College Contract, received confirmation of \$6,000 for 2000-2001 school year.
- ☒ Re-question Board had about Rumsey & Watkins Audit 12/31/99. Reimbursements - \$10,062.30 & USF Fund - Contributions \$5,551.50.
- ☒ FYI from Kathy Veysey - June board meeting will be June 7th instead of June 14th.
- ☒ Correspondence from Duke Anderson, County Administrator. Beginning May 1st postage will increase.
- ☒ Mulder Glass & Glazing - estimate of handicap door operator \$1,850.00.
- ☒ Received a letter of resignation from Mary Cook, estimated leave date June 30, 2000.
- ☒ Tax abatements certificates for Brazing Concepts Co.
- ☒ Correspondence from Pat Kaniewski, Union City & Carole Maddox, Bronson Library thanking the board for attending the storytelling workshop in Albion.
- ☒ Resignation from Barbara Burkhardt, Reference Aide effective May 22, 2000.
- ☒ Quincy Library Newsletter
- ☒ Quincy Library Board Minutes from Kathy Veysey, that Quincy Board voted to pay Pat Costell for one more hour a week. This will amount to approx. \$500 a year and will come from the Allen Penal Fine money. One more hour a week entitles Pat to benefits.
- ☒ Notice from Township of Sherwood. It continues to be involved in the financial support of library operations and plans to continue.
- ☒ Legislative Update on Internet filtering legislation.

FINANCES

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

PENDING BUSINESS

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

a. **Coldwater:**

- ✍ Board discussed the trust monies that they will be receiving from Charles Woodward. Introduced Kim Guy. She is taking over the Heritage Room responsibility.

b. **Bronson:**

- ✍ Classes visiting library every day this month, five on Tuesday, five on Wednesday and one every day for the rest of the month.

c. **Quincy:**

- ✍ Interesting part of the library is hearing the sawing and hammering. The guys have been convinced not to shout. A whole room is build around where the hole for the lift is, so no one will fall in.
- ✍ Summer Reading Program - Kathy is starting a new thing. In addition to the regular ages there will be a special "short" couple week sessions for Middle School that age group - too old for that younger group.
- ✍ State Farm giving out prizes 10 footballs, 10 basketballs and 10 frisbees to use as prizes. Bronson received also.

d. **Union Twp:**

- ✍ Tammy Fox asking to meet Plan of Service Committee on June 13th before Union Twp meeting.
- ✍ Lynnell will be working with Linda V on ordering books.

e. **Sherwood:**

- ✍ Carolyn was working on ordering books from Central (Lynnell will help.)
- ✍ Betty Follis to attend Gates Workshop.
- ✍ Gates will have a 800 number for computer maintenance.
- ✍ Need to make a recommendation to the Board what to do about Sherwood contract.

Cherry moved to authorize Attorney VanDoren to prepare a contract with the Village of Sherwood that provides each of the terms which Mr. Sharland will supply and agreed upon from the meeting with the Village officials. \$500.00 per quarter towards maintaining the premises for the coming year. The Village is to allow the library to use every bit of the property we now use and that we would have use of building for other purposes at times when nothing is scheduled by the Village. Effective one year from first day of signing. Seconded by Swanson. Motion carried.

f. Algansee:

- ✍ Closing of Algansee on Saturday June 17th. Beginning of Summer Reading Program. Lynnell will be working at Central for that day. Cherry moved for Algansee to be closed one day Saturday June 17th. Seconded Ashdown. Motions carried.
- ✍ Plan of Service Committee to meet with Algansee Township.

Bruce Guy Presentation

Bronson is classified as a city same as Coldwater by Gates Foundation. Every other location including Central qualify for 4 computers and a server. In the application you can appeal that Bronson and Coldwater are not the same. All branches have been notified except Central. Will receive a check in the mail then receive word how to spend it. Training and support for three years 800 number to help branches. Option to purchase similar computers. Approved LSTA Grant received this year. Algansee & Sherwood getting 5 new computers. Gates have to stay at Branches. Central 8 new Internet access open use to public. Directions in Spanish. Three years of Support have to purchase from Gateway Computer.

2. **Director's Report:**

- a. Smitley, Brown & Hurd receiving Coop News Notes in ILL mail.
- b. Letters of farewell to Barbara Burkhardt & Christie Kessler. Swanson moved, seconded by Cherry to authorize chairperson to sign the letters of appreciation to the two departing employees. Motion carried.
- c. Leak in the hallway ceiling.
- d. Smolinski has replaced six EXIT signs. Six emergency lights. Salvaged a lot of materials from the compact shelving. Cleaned screens. Grills cleaned at recommendation of Havel Bros. Iron railing back to the courthouse for welding when weather permits it will be placed in cement on front porch.
- e. Change in legislation, Senator Hoffman voted against the penal fine bill.

- f. Wal-Mart Distribution Center donated \$2,500 to the library to purchase A/V materials. Branches will receive part, but the bulk will remain at Central.
- g. New carpet has been installed on stairs and landings.
- h. Staff meeting Monday morning May 8th.
- i. Handicap door bell - will be put on the Building Committee list.
- j. LSTA Grant. Picture with Rep. Vear and Jennings Elementary personnel was in the paper today. The state told us we can take the computers back that we got for Sherwood and Alganssee because when we applied for the computers in good faith, we did not know that Gates grant was coming with all these computers.
- k. Linda Grill was married over the weekend. She is now Mrs. Birkenbeul.
- l. One Internet abuser. Documented and has been asked to talk with the Director.
- m. Thanks to Mr. Sattler, Coldwater City crews trimmed the trees.
- n. Blue Cross / Blue Shield trying to get health insurance on a calendar year for the library.
- o. Carpet cleaning will be done on Memorial Day weekend. It will be less then before because of the new carpeting on the landing and steps which will not need to be cleaned. (\$620.00.)
- p. Attendance at Central Library is lower in the evenings.
- q. Bad news from Havel Bros. Jeff Foster will have to talk with Swanson or Sharland. Heat in certain places at library. Cold in some places. Need a heat bypass.

Sharland/Swanson will meet with Jeff Foster. Cherry moved that the Building Committee be authorized to spend up to \$2,000 provided they get some type of warranty, seconded by Brown. Motion carried.

- 3 **Technology Report - Bruce Guy, Automation Librarian:** Report given earlier.
- 4. **Internet S.B. 936:** Postponed until final legislation is reported. Cherry will discuss a proposed updated policy with Hutchins.

NEW BUSINESS

1. **Children's Services Committee Meeting Report:** Ashdown reported:
 - ▶ The Committee discussed a concern that an efficient and orderly system be maintained to track book expenditures at Central and branches and maintain a proportion of 1/3 to juvenile materials. Each agency will be asked to order from Baker & Taylor (or any other vendor) by specifying Ref, Juvenile, Adult-Fiction and Adult non-fiction. If ordered by these categories, all items in each category will be invoiced together.
 - ▶ The Committee expressed a concern for maintaining the Book Exchange, feeling that the branch collections will not improve if they continue to rely on the Central Library. We need to phase in a procedure to address local needs for quality permanent collections, utilizing the lists the branches keep of items not held or questions not answered.
 - ▶ Lynnell will be asked to go to Union to consult with Linda on juvenile purchases. Union has spent, as of invoices on this date, \$170 out of \$600, approximately, allotted to Juvenile purchases or almost 30%. With Summer Reading Program coming up soon, Lynnell will order books for Union here at Central electronically to expedite their arrival.
 - ▶ The committee is pleased with the list of core collection items to be read. They should be purchased, as funds permit.
 - ▶ At end of Summer Reading Program, the committee recommends that all staff in the system working with children meet and critique Summer Reading Program and publicity, as well as discuss plans for children's programming during the upcoming school year, including the sharing of story kits and buckets.
 - ▶ All children's services staff will be encouraged to attend workshops. They will be asked to report on one practical thing they learned about that they can do.
 - ▶ The committee expressed appreciation to Christie Kessler for all she has done to upgrade Children's services at Branch District Library System.
2. **Personnel Committee Report:** Sharland reported: Several applicants have been interviewed.

3. **Plan of Service Committee:**

The committee reviewed the historical easement from the City of Coldwater. Cherry explained it is no longer in effect. They discussed bringing to the attention of the City of Coldwater the expenses of maintaining the Central Library building in conformity with the agreement signed by the City and the District when it formed.

- ▶ It discussed the proposed contract with Sherwood Village to go before the District Board on May 15, 2000.
- ▶ It discussed Union Township's request to meet with the Plan of Service Committee on June 13th.
- ▶ It reviewed the situation in Algansee and the need to meet with that township.
- ▶ It asked Mary Hutchins to contact Dave Rumsey in regard to changing the Capital fund from 1/7 of the millage. It wishes 1/3 of that amount to remain in the capital fund for computer or other capital needs and 1/3 to be moved to operating budget for "Branch Enhancement" and 1/3 for "use of space" needs. Then issues will be discussed at the May 15, BDLS Board meeting.

4. **Insurance Policy: Cherry moved, seconded by Brown to purchase insurance from Dean Associates without increase. Motion carried.**

INFORMATIONAL ITEMS

Materials handed out.

EXTENDED PUBLIC COMMENTS

Sue Lepper: If and when the library could be open on Sunday. Longer hours on Friday nights.

ADJOURNMENT

Adjourned 9:00 P.M.

Submitted by:

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.