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10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
July 17, 2000
6:00 P.M.**

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one

ALSO PRESENT

Barbara Arnold, Interim Part-Time Director; Lynnell Eash, Dan Kaepf, Business Manager; &
Carole Maddox

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda of July 17, 2000.
Motion carried.

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BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Cherry moved, seconded by Ashdown, to approve the Minutes of June 19, 2000 with corrections to Page 13 baptized instead of Baptist; letter to Mary Cook - thank you note Motion carried.

Cherry moved, seconded by Smitley, to approve the "Special" Board Meeting Minutes of June 23, 2000 as corrected with addition to Also Present: one member of the public; Page 3 proposed instead of purpose; Page 4 same pay-rate as Mary J. Hutchins means same hourly pay-rate.

Clarification of Minutes of June 19, 2000 read by Mary J. Hutchins. Please see attached. Brown moved, seconded by Smitley the Clarification of Minutes be incorporated as an addendum to the Minutes of June 23, 2000. Motion carried.

CORRESPONDENCE

- No correspondence this month.

FINANCES

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

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

a. Coldwater:

- ☞ Introduced Barbara Arnold.
- ☞ Nothing new on the Megaethscope.
- ☞ Adjustment in Kim Guy's wages.
- ☞ Board viewed the Heritage Room.

b. Bronson:

- ☞ Planning party for the end of the Summer Reading Program.
- ☞ Seven children visited the craft day. They were all Hispanic.
- ☞ Bruce and 3 other men were in the library hooking up the cable.
- ☞ Friends will be involved with Polish Fest.

c. Quincy:

- ☞ Lift and the restrooms are finished. Need final inspection.
- ☞ Township is putting in all new carpeting downstairs.
- ☞ As a parting gift to the Quincy Library Board and Library, Kathleen Veysey gave a nylon American flag.
- ☞ Fifty-nine children, pre-school through fifth grade fully completed the Summer Reading Program and enjoyed their party last Friday.
- ☞ Pet Parade was successful.
- ☞ Middle School 2 week Summer Reading Program has seven children signed-up.

d. Union Twp:

- ☞ Pat loves her job as branch manager, doing a great job.
- ☞ Sandy Patterson is the new branch clerk.
- ☞ Summer Reading Program will end next week.
- ☞ Sixty-seven people signed-up for the program.
- ☞ Great cooperation with the local newspaper.
- ☞ Still in transition. Not interested at this time in new book shelves.

e. Sherwood:

- ☞ Sherwood Contract listed on the Agenda.
- ☞ Getting ready for Gates computers.
- ☞ Hard time getting children in, may do a party.

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f. Algansee:

- ✍ Eighteen children signed-up for Summer Reading Program.
- ✍ Story time going great: twenty-five different children between ages 6 to 14 attending story time each session
- ✍ Patron used Internet.
- ✍ Tentative Street Fair.
- ✍ Activity Page in the newspaper of coming events.

2. Business Manager's Report:

- a. Light fixtures being damaged on the West side of the building.
- b. Drain spouts damaged - may need roll-out drains.
- c. Plaster and paint repairs in Reference Area, may need to be contracted out.
- d. Locked Bulletin Board for the East lobby.
Swanson moved, seconded by Cherry to purchase locked bulletin board.
Motion carried.
- e. Resurface driveway (\$4,000 estimate figure for information only.)

3. Director's Report:

- ✓ Support from a Quincy patron on all the new hires.
- ✓ Step-mother regarding Step-son using the Internet, approved Library's policy.
- ✓ Loretta's sister passed away.
- ✓ Interviews today with two applicants for Quincy Branch Manager's position.
- ✓ Kim Guy has received her official certification from the Library of Michigan as a professional librarian. Linda Birkenbeul's is pending at this point in time. Barbara Arnold is getting hers renewed.
- ✓ Blue Cross/Blue Shield effective September 1st rates up 18%.
- ✓ Carried over from last month's meeting: New State Librarian visit delayed until later.
- ✓ The children of Dorothy Petty from Union City Road have placed on permanent display a quilt in memory of their mother.
- ✓ Branch County Tourist Booklet publicizes that the library has free tourist Internet access and also lists the library on the Historic Home Tour Saturday, Sept 16th and Sunday, Sept 17th. This is not so and has been creating a problem. This information should of been checked out with the library first.
- ✓ Ellen Richardson, from L.O.M. has faxed to me the weight loading for Algansee library.

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- ✓ FAX received from the Chamber of Commerce - Business After Hours the second Tuesday of the month, non-profits to co-sponsor the August 15th meeting (\$75 - \$100 per organization.) Should consider for another year - good publicity for library.
 - ✓ Mr. Smolinski copied and placed in the staff lunch room a news clipping on "Ruling Expands Workers Rights." Copy given each Board member.
4. **Sherwood Contract:** Discussed and voted on.
Cherry moved that the Contract be approved as amended and that it commence on July 1, 2000 or April 1, 2000, (a period of 2 years) & President Sharland and Secretary Marilyn Ashdown to sign, seconded by Smitley. Motion carried.
5. **Report from Personnel Committee:** No action at this time.
6. **Report from Plan of Service Committee:** The Committee met with Sherwood and Algansee representatives.

NEW BUSINESS

1. **Schedule meeting date for Building Committee in July:**
July 20th 7:00 A.M.
2. **Schedule meeting date for Children's Service Committee in August:**
August 21st 4:30 P.M.
3. **Schedule meeting date for Personnel Committee:**
July 25th 7:00 P.M.
4. **Schedule meeting date for Plan of Service:**
*August 9th 6:00 P.M.
at Quincy*

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INFORMATIONAL ITEMS

None.


EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Board adjourned: 8:05 P.M.

Submitted by:


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 Street, Coldwater, MI 49036, (517) 278-2341 FAX (517) 279-7134.