

**draft**

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
*Central Library Meeting Room*  
August 21, 2000  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

Richard Sharland (excused); John Swanson excused at 7:50 P.M.

**ALSO PRESENT**

David Aviza, Blue Cross & Blue Shield Agent; Jane Baldwin, Quincy Library Board; Stephanie Davis, Bruce Guy, Automation Librarian; Lynnell Eash, Dan Kaepf, Business Manager; Carole Maddox, Scott Secory, Havel Bros.

**APPROVAL OF AGENDA**

Dan Kaepf, Business Manager has Scott Secory, Havel Bros; and David Aviza, Blue Cross & Blue Shield Agent for presentation during Business Manager Report ask that they be moved to the top of the Agenda.

**Cherry moved, seconded by Brown to approve the Agenda of August 21, 2000 and to move Havel Bros representative and Blue Cross agent to the top of the Agenda.**

**Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

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

**SCOTT SECORY, HAVEL BROS.  
PRESENTATION**

Proposal of the Maintenance Contract on the heating and air conditioning. Scott was asked to meet with the Building Committee to finalize the Maintenance Contract.

**DAVID AVIZA, BLUE CROSS & BLUE SHIELD  
PRESENTATION**

Discussed a new proposal coverage options and retirement coverage for Mary J. Hutchins.  
**Cherry moved to approve David Aviza as our agent for Blue Cross/Blue Shield matters for a period of one year commencing on August 21, 2000, seconded by Ashdown.  
Motion carried.**

Due to the length of concerns the BDLS Board scheduled a "Special Meeting," on August 23, 2000 at 6:00 P.M.

**CORRESPONDENCE**

- ☒ Tax Abatement application for Putnam Machine Products.
- ☒ Phone call from David Meyer, Sherwood Township; in regard to an article in Branching Out in which it stated the contract with the Sherwood Branch Library is now with Sherwood Village. In the next Branching Out he wants it clarified that the Township is also financially supporting the library.
- ☒ E-mail from a candidate for director's position that he has accepted a position elsewhere.
- ☒ The Public Library Funding Initiative (PLFIG) has engaged Jeff Johnson, former Deputy Director of the Library of Michigan, to act as educational consultant/coordinator.
- ☒ A check from Hillsdale County Treasurer in the amount of \$7,042.77 penal fine monies from July 1, 1999 thru June 30, 2000, for Allen Township contract.
- ☒ Steuben County weather warning system, soliciting funds, asking \$5.00 per employee.
- ☒ A new Deputy State Librarian at the Library of Michigan: Joanne Budler.
- ☒ E-mail from Maureen Derenzy, Otsego County Library on penal fines and court costs are divided in the district court.
- ☒ E-mail from Pat Klemans, Wayne County Library on penal fine accountability.
- ☒ Thank you note from Marcie LaBelle for good service at the library.

**FINANCES**

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

**PENDING BUSINESS**

1. **Reports from Central & Branch Liaisons:**
  - a. **Coldwater:**
    - 📎 101 visitors to the Heritage Room for the month of July.
    - 📎 Nothing new on the Megaethscope.
    - 📎 Out-Of-State census from National Archives in Maryland arrived for patron.
    - 📎 Kim will be changing her schedule.

**b. Bronson:**

- ✍ During Polish Festival/ Friends had a Book & Bake Sale - \$300.20.
- ✍ \$25.00 donation honoring a couples' 50<sup>th</sup> wedding anniversary.
- ✍ Young man paid for Kids Discovery magazine subscription.
- ✍ 62 children attended party - same gymnastic group that Quincy had.

**c. Quincy:**

- ✍ Completion on all repairs and renovations.
- ✍ Open House Saturday, August 26<sup>th</sup>, 2:00 P.M. to 4:00 P.M. Good-bye to Kathy Veysey and a welcome to Sue May our new Branch Manager.

**d. Union Twp:**

- ✍ Heritage Days - in contact with people that are in charge but want to do something.
- ✍ Doing different publicity - Author Night, Open House etc.
- ✍ Holding off on shelving at this time due to space, waiting on Gates computers.
- ✍ Using the exchange now until we make the change.
- ✍ Updating collection.
- ✍ Would like to start a Friends of the Library organization.

**e. Sherwood:**

- ✍ Ashdown working with Carolyn on Story Hours and will assist with crafts.

**f. Algansee:**

- ✍ Twenty-one for Story Hour, thirteen completed.
- ✍ Eleven children at party. Erica Ewers helped.
- ✍ Attended Algansee Township meeting. Contract with Township and Wood family voted on and passed.
- ✍ Shelving is started. Amish man doing the construction.
- ✍ Checking on carpeting and painting.
- ✍ Boxes of books donated.
- ✍ Story Time in September into October.
- ✍ Electricians will be there Tuesday, 8:00 A.M.

**2. Business Manager's Report:**

- Redesigning Statical Report.
- Letter to Mayor Rumsey concerning resurfacing driveway/sidewalk.

3. **Director's Report:**

- ✓ This is my last board meeting. I have presented to the library a book in your honor called "National Parks Of America" with book plate which reads "Donated in honor of the most dedicated Library Board ever by Mary Hutchins, BDLS Director, 1994-2000. And, a book in honor of our President Mr. Sharland, "A Time To Harvest."
- ✓ Place on record: In Union Township minutes it referred to the request that the Library Director had made for their expenses. Put on record all the municipalities will be informed of what all the other municipalities are paying for their library building expenses.
- ✓ Formalize two items for Dan Kaepf, Business Manager: Recognize him as the ADA representative, compliance with the American Disabilities Act and compliance with the Freedom of Information Act.
- ✓ Buyer for the card catalog and some other surplus material.
- ✓ Chef from local restaurant praised the cookbook collection.
- ✓ Mrs. Chan praised the outreach of the children's programs.
- ✓ Dan and Jeanne are off to a good start doing an excellent job being on-board only a couple of months. Still in the learning phase with a lot to cover.
- ✓ To be considered - Alganssee change in hours from 2:00 P.M.- 5:00 P.M. Tuesday, Friday and Saturday/ 3:00 P.M. to 6:00 P.M. Include in Plan of Service.
- ✓ Literacy Council looking for a new office. Office needed for Linda Birkenbeul. Asking if the board would allow them continue use of the copy machine. Literacy Council and a pass thru for Barbara Funk wages - reimbursed. Lending surplus book shelves to them also if needed.
- ✓ Need to report a confusing situation. When Christie Kessler left we were anticipating a \$2,500 donation from the Wal\*Mart Distribution Center for books-on-tape. They have reneged on their commitment because we are not a county library or city library we are not a 501C3. We are a separate government unit apparently the Wal\*Mart Office in Arkansas doesn't understand. Happy note: Jeanne Berg has \$1,500 in her account that she has not expended and willing to take that for her A/V and will ask our dear Friends of the Library. As generous as they are after the Apple Fest they probably will come through.
- ✓ Scheduled for cataract surgery Wednesday.
- ✓ One item for Agenda next month (September) Holiday closings and Coop needs to know the closing - place on Personnel Committee Agenda.
- ✓ A memo looking back and looking forward - some suggestions to look into down the road given to Board.
- ✓ Plan of Service Committee notes that met in Quincy. E-mailed to all departments.

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- ✓ Two thank you letters to be signed by the President for Marilyn Byers and Sandra Cunningham.
  - ✓ Completed Sherwood Contract.
  - ✓ Handouts on Dr. Laura.
4. **Report from Building Committee:** The Building Committee met on July 20, 2000 at 7:00 A.M. along with Barbara Arnold, Carole Bolton, Mary Hutchins, Dan Kaepf and toured the building and grounds. Notes show twenty-one items of concern. Items will be prioritized after another Building Committee meeting scheduled in the near future. Havel Bros. will be on the Building Committee Agenda.
5. **Report from Personnel Committee:** The Personnel Committee met on August 8, 2000 at 7:00 P.M. to discuss several concerns of the staff; insurance; and other issues. New effective dates were discussed with re. hiring of new employees first day coverage and retirees coverage under a new program.

**Brown moved to approve the letter to Blue Cross/Blue Shield of Michigan with the correction of September 15<sup>th</sup> eligibility of new hire personal, seconded by Smitley.**

**Motion carried.**

**Smitley moved to approve Resolution amended to Blue Cross/Blue Shield of Michigan, seconded by Brown. Motion carried.**

**Smitley moved to approve the letter to Blue Cross/Blue Shield of Michigan with the retirement program qualifications for Hutchins, seconded by Cherry. Motion carried.**

**Cherry moved that Hutchins original retirement date be postpone until the election is in place with Blue Cross/Blue Shield, seconded by Smitley. Motion carried.**

**“Special Board meeting”  
scheduled for August 23, 2000, Wednesday, 6:00 P.M.  
(to discuss the above insurance issues)**

\*\*\* Posting template to be used in advertizing all staff vacancies.

**Hurd moved to accept posting template, seconded by Smitley. Motion carried.**

\*\*\*Kim Guy and Linda Birkenbeul pay raises retroactive to July 1<sup>st</sup>, to keep them in line with similar job titles in other libraries in the area.

**Cherry moved to approve that their compensation package be increased as contained in Proposal B retro active effective July 1, 2000, seconded by Smitley. Motion carried.**

\*\*\*Memo of Understanding for Business Manager; Professional Library Staff & Technical Process/Children's Services Manager:

**Hurd moved to accept Memo Of Understanding.**  
**Hurd withdrew motion.**

***Tabled Memo of Understand for...***  
***Tabled policy on fringe benefits on insurance***  
***Tabled political activities***  
***Tabled policy on the awarding of vacations***  
***Tabled policy reflecting the Blue Cross 30 hour rule***

\*\*\*Policy on the use of the I-9 Form:

**Cherry moved that the Personnel Policies be amended to include Part 6 for employment practices adopting immigration law (I-9) compliancy policy as presented, seconded by Smitley. Motion carried.**

\*\*\* Authorize the Personnel Committee to take charge of the library and recruitment of the new director.

**Cherry moved upon Hutchins retirement September 5<sup>th</sup> that the duties of the executive director be assumed by the Personnel Committee on interim bases, seconded by Smitley. Motion carried.**

\*\*\*Sixteen staff concerns: ***Tabled***

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6. **Report from Plan of Service Committee:** The Plan of Service Committee met on August 9, 2000 at 6:00 P.M. at the Quincy Library. Municipality will be visited and issues of concern discussed. Meeting at Bronson will be scheduled.
7. **Report from Filtering Meeting:** Attorney Ellen Richardson was the speaker. The library has to have an Internet Access Policy that complies with Act 212. Cherry will meet with Bruce about the Internet filtering.
8. **Woodlands Contracts:** Brown moved to authorize Ashdown to sign contracts for the agreement for the deliveries of ILL, seconded by Smitley. Motion carried.

**NEW BUSINESS**

1. **Delegate member to Woodlands Board:** Tabled until September meeting.

**INFORMATIONAL ITEMS**

None.

**EXTENDED PUBLIC COMMENTS**

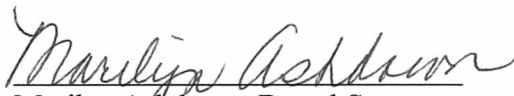
No one at this time.

**ADJOURNMENT**

Smitley moved to adjourn, seconded by Cherry.

Board adjourned: 9:45 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.**