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10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
September 18, 2000
6:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Richard Sharland, President; Rosemary Smitley, John Swanson and Interim Director Delores Knapp

ABSENT FOR ROLL CALL

Vera Hurd (excused); Dorothy Cherry (arrived at 6:22 P.M.)

ALSO PRESENT

Nola Baker, Sandra Cunningham, Stephanie Davis, Lynnell Eash, Rhonda Galvin, Bruce Guy, Automation Librarian; Renee Hardy, Dan Kaepf, Business Manager; Carole Maddox, Heidi Rawson-Ketchum, Barbara Riegel, Secretary; & Carolyn Robbins.

APPROVAL OF AGENDA

Smitley moved, seconded by Ashdown to approve the Agenda of September 18, 2000 with one addition to New Business #7 placing of a book in each branch in honor of Mary J. Hutchins, Director. Motion carried.

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BRIEF PUBLIC COMMENTS

The employees of Branch District Library want to have a Staff Council. Staff Council would like to meet with Personnel Committee. Staff Council Committee Nola Baker, Stephanie Davis, Lynnell Eash, Rhonda Galvin & Renee Hardy.

APPROVAL OF MINUTES

Ashdown moved, seconded by Brown, to approve the Minutes of August 21, 2000 with one correction to Alganssee: Story Hour to Summer Reading Club. Motion carried.

Smitley moved, seconded by Ashdown, to approve the Special Board Minutes of Wednesday, August 23, 2000. Motion carried.

CORRESPONDENCE

- ☒ Tax Abatement application for Gross Stabil Corp, 199 Vista Drive, Coldwater.
- ☒ Thank you note from Mary Kramer Brandt commending Linda Tuck, Lynnell Eash & Loretta Sherfield for good service at the library.
- ☒ Six day seminar for Certification - Bellaire, MI in November.

FINANCES

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

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**BDLS Board Minutes
September 18, 2000**

PENDING BUSINESS

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

a. Coldwater:

- 📎 Megaethscope & views will be auctioned off at the Swann Galleries in New York on October 11th.
- 📎 The Board discussed Charles Woodward proposal for a glass door to the Heritage Room.

b. Bronson:

- 📎 Library was slow for a week due to the Backyard Park being built.
- 📎 Steph & Carole visited the Headstart Classroom and did a Story Hour.
- 📎 Silly request for the month: a patron wanted to know about her high school diploma on file at the library.
- 📎 Questionnaire we filled out for the Personnel Committee: request to look at them again to see if all areas covered.

c. Quincy:

- 📎 Brown attended the meeting. All is going well at Quincy.
- 📎 Library is beautiful.
- 📎 Library Advisory Board wants to move ahead with the next phase of shelving.
- 📎 Looking forward to their Open House and training time with the Gates Computers.
- 📎 Gates installation 2nd week of October.
- 📎 Four new desk tops for the Gates Computers.

d. Union Twp:

- 📎 Heritage Days was this last weekend and the library participated in it. They had a bake sale & raffle for books.
- 📎 Story Time is starting the end of September.
- 📎 Author Night has been finalized for November and December.
Dave Kieaton, Ron Knapp.
- 📎 Two comments from the public.

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e. Sherwood:

- 📎 Mr. Robbins finishing up the electrical hook-ups for the computers.
- 📎 Children coming in to check their library cards to be in good standing for when the computers are up and running.
- 📎 Ordering desk.
- 📎 Replace the double bookcase.
- 📎 New desk for the computers are in.
- 📎 Work desk ordered.
- 📎 Marilyn has offered to do the Story Time Reading. Will call and visit the schools.
- 📎 Rack to be returned to Central.
- 📎 Bees visiting the library. Brown recommended sliced cucumbers.
- 📎 New sign for the library.

f. Algansee:

- 📎 Pictures from the summer.
- 📎 Story Time scheduled for five weeks; starting September 19th - Tuesday & Thursday story times.
- 📎 Aaron Schwartz building the shelving - most of it is done - needs space in his workshop - shelving in storage room, needs adjustable strips to complete.
- 📎 Woods working on West wall.
- 📎 Woods talking about carpeting.
- 📎 October 7th, Saturday 9:00 A.M. forming a human chain from the old library room into the new room to move books.
- 📎 October 12th & 13th Gates training & Open House.
- 📎 Erica Ewers has signed up for the Gates training.
- 📎 Request consideration for hours changed to 3:00 - 6:00 P.M.

2. Business Manager's Report:

- a. Approval of a Policy regarding the placement of a cap on sick leave #7 in Personnel Policies Manual.

Swanson moved, seconded by Cherry to approve the employees in good standing, upon proper termination of employment, shall receive sick leave pay for fifty (50%) percent of their accumulated sick leave, up to a maximum of one hundred twenty six (126) hours.

Motion carried.

- b. Packet for Woodlands representative.

3. **Director's Report:**
✓ Active day!
4. ***Tabled from August 21st & September 18th BDLS Board Meeting - Memo of Understanding for... (Personnel Committee Meeting August 8th)***
5. ***Tabled from August 21st & September 18th BDLS Board Meeting*** (Policy on fringe benefits on insurance. (9/00 Item 7 Business Manager request does not require Board action.) ***(Personnel Committee Meeting August 8th)***
6. ***Tabled from August 21st & September 18th BDLS Board Meeting*** (Political activities) - Attorney Fries. ***(Personnel Committee Meeting August 8th)***
7. ***Tabled from August 21st BDLS Board Meeting*** (Policy on the awarding of vacations) ***(Personnel Committee Meeting August 8th)***
Ashdown moved to adopt the change in the vacation policy to report annually effective December 31, 2000, seconded by Brown. Motion carried.
8. ***Tabled from August 21st BDLS Board Meeting*** (Policy reflecting the Blue Cross 30 hour rule) ***(Personnel Committee Meeting August 8th)***
Cherry moved that the Personnel Policies Manual on health insurance be amended by part-time employees working 30 hours or more may elect to participate in the Branch District Library System's health insurance group plan at their own expense deleting the reference to part-time employees who work 21 or more hours, seconded by Brown. Motion carried.
9. ***Tabled from August 21st & September 18th BDLS Board Meeting:*** Sixteen staff concerns: ***(Personnel Committee Meeting August 8th)***
10. ***Tabled from August 21st*** (Delegate member to Woodlands Board) **Cherry moved that Mr. Sharland be elected to be the Woodlands Board, seconded by Ashdown. Motion carried.**

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NEW BUSINESS

1. **Book Exchange Policy:** Cherry moved to adopt the Book Exchange Policy, with the addition of "approval of Director," seconded by Smitley. Motion carried.
2. **Filtering Bill:** Presentation from Bruce Guy & Dorothy Cherry. Cherry moved to adopt the Internet Access Policy as amended together with Registration Contracts for Minors & Adult, adopt all three documents, seconded by Brown. Motion carried.
3. **Public Hearing on 2000 Tax Rate Request Report:** Open for discussion 7:45 P.M.

I would encourage the Board to approve this, the library is a valuable fundamental resource for our citizens and we need the tax dollars that were previously authorized by the electorate to operate at the level of service we would like to provide, so again I am speaking as a member of the public. Daniel Kaepf

I, Daniel Kaepf, 53 N. Sunset Drive, Coldwater Twp, would like it noted that I fully support your request for retention of the tax as outlined in the bulletin and in the paper. With the notice in the paper I think the library is a valuable asset to our citizens and needs to be sustained and my only regret is that you don't get the full millage that was originally authorized by the electorate. The library needs the money and I can't think of any better cause.

(Tax Resolution)

Cherry moved that the library approve the millage rate established by Russell Siler, Equalization Director in accordance with the 2000 tax rate millage request to the County Board of Commissioners, seconded by Swanson.

Roll Call Vote: 6 Yeas 0 Nays 1 Absent Motion carried.

Close discussion 7:46 P.M.

Ashdown moved to Close Public Hearing, seconded by Smitley. Motion carried.

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- 4. **2001 Closing Dates:** Referred to the Personnel Committee. *Tabled for October.*
- 5. **Update on Gates Plans, presentation by Bruce Guy, Automation Librarian.**
Installation of Gates Computers, training & Open House. All computers will be shipped to the each location.

Gate's Installation Dates:

Coldwater	October	5 th & 6 th
Quincy	October	9 th & 10 th
Alganssee	October	12 th & 13 th
Sherwood	October	26 th & 27 th
Union Twp.	October	30 th & 31 st

Gates's Open House:

Coldwater	October 5 th	4:30 - 5:30
Quincy	October 9 th	4:30 - 5:30
Alganssee	October 12 th	4:30 - 5:30
Sherwood	October 26 th	4:30 - 5:30
Union Twp.	October 30 th	4:30 - 5:30

- 6. **Meeting with Judge Coyle:** Sharland, Smitley & Ashdown will attend the annual meeting with Judge Coyle.
- 7. **Placing a book in each Branch Library & Central in Honor of Mary J. Hutchins, Director.**

Cherry moved to authorize the expenditure of a Reference Book at the main library and each of the branches in Honor of Mary J. Hutchins, Director, to be paid for either the Book Budget or interest on the Endowment Fund, seconded by Smitley. Motion carried.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

No one at this time.


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**BDLS Board Minutes
September 18, 2000**

ADJOURNMENT

Board adjourned: 8:10 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.