

10 E. Chicago St - Coldwater, MI 49036

DRAFT

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

Central Library Meeting Room

December 18, 2000

6:00 P.M.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Excused: Dorothy Cherry, Vera Hurd, Rosemary Smitley

ALSO PRESENT

Jane Baldwin, Quincy Library Board

APPROVAL OF AGENDA

Brown moved, seconded by Swanson to approve the Agenda of December 18, 2000 with four additions to New Business #6 Cake for Mary; #7 Acting Interim Director; #8 Rumsey & Watkins Contacts #9 Patron request for consideration. Motion carried.

BRIEF PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Brown to approve the Minutes of November 20, 2000. Motion carried.

Ashdown moved, seconded by Brown, to approve the "Special" Board Meeting Minutes of November 27, 2000. Motion carried.

CORRESPONDENCE

- ☒ Two Tax Abatement: IMCO of Michigan; Alchem Aluminum, Inc.
- ☒ A letter from a patron about video rental.

FINANCES

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

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PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

a. Coldwater:

- Meeting canceled due to bad weather.

b. Bronson:

- Gates Open House last Friday. Good Attendance

c. Quincy:

- No notification of penal fines in July. Would like written account of penal fine money & expenditures.
- Lady that gave books/tapes contributed more.
- Given old money (bills) put out by Quincy bank. Want to display them (from years 1850.)

d. Union Twp:

- Open on Saturday evening for a couple of weeks.

e. Sherwood:

- Nothing to report.

f. Algansee:

- picture in paper about nuts.
- Shilling died & memorials going to Algansee Branch.

2. Building Committee Report: No report.

3. Children's Committee Report: All employees have met Children's Core Reading List.

4. Personnel Committee Report: Will have special meeting before end of year.

5. Plan of Service: Discussed window money in Union. Tabled until budget meeting.

6. Technology Committee Report: Nothing to report.

7. Business Manager's Report: Discussed.

8. Director's Report:

- ✓ Received \$2,500.00 from Meijers.
- ✓ John & Dee met with Judge Coyle \$208,000.00 proposed. Judge will raise fines for criminal charges. May help our penal fines.
- ✓ Talked to Dave Sattler - Curbs and sidewalks assessed to city. Road construction will take care of drive approach.
- ✓ Dee would like to buy small card catalog. Ashdown moved we give Dee permission to buy, Brown seconded. Motion carried.
- ✓ Bonding on bookkeeper. Right now only director and board president are. Jeff Dean will give us a quote. We handle \$25,000.00 yearly on charges for service so we probably need this.
- ✓ (a) Discussed Districts current cash position. We should not have any cash flow problems during the first part of 2001.
(b) Discussed the General Fund Budget from Rumsey/Watkins. We discovered we need to transfer Gaylord from equipment maintenance to network maintenance.

**Richard requested wage analysis to see who was paid how much. *Tabled - Voting on approving proposed revisions in 2000 budget.

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NEW BUSINESS

1. Preliminary Budget, 2001
 - a. Expecting an increase in taxes this year.
 - b. Discussed each line item in the proposed budget for 2001.
 - c. A Special meeting will be held on Thursday, December 28th at 7:00 p.m.
Public Hearing on the 2001 Budget.
2. Signature Plates - New papers for new officers were given to Board.
3. Creation of Additional Board Position - Board Positions
 - a. Rosemary Smitley has been recommended for Union City position but we need her application.
 - b. Ellen Richardson, Law Specialist for Library of Michigan - No authorization for an alternate on Board.
 - c. Eighth position is legal but we need to think about it for about six (6) months.
 - d. It is recommended that we hire Richard as a Board Consultant and we pay him Board per diem and mileage.
4. Interim Director Evaluation - Discussed.
5. Director Search -
 - a. Set up an interview for Gina Peak with the entire Board during the first two weeks of January.
 - b. All information on Director Search was turned over to Richard Sharland.
6. Cake for Mary - Marilyn will give the bookkeeper the receipt.
7. Acting Interim Director - Brown moved that we appoint Bruce Guy as the acting director starting Tuesday, December 19, 2000, with a salary of \$42,000 annually, Ashdown seconded. Motion carried.
8. Rumsey & Watkins Contracts - Move that we authorize the President to sign the two contracts from Rumsey & Watkins. Swanson moved, Brown seconded. Motion carried.
9. Patron request for consideration - We received a letter from a 12 year old patron about the magazine Rolling Stones. Ashdown moved that we will continue to have the book on the shelf until the subscription runs out and we will eliminate it from the collection due to low usage, Brown seconded. Motion carried.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Meeting adjourned 8:35 P.M.

Submitted by:

Marilyn Ashdown

Marilyn Ashdown, BDLS Board Secretary

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