

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

Central Library Meeting Room

February 19, 2001

6:00 P.M.

Approved
DRAFT

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Vera Hurd, Rosemary Smitley, John Swanson, President; Jack Gay, and Acting Director Bruce Guy

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Bobbi Brickey, Quincy Library Board; Richard Sharland, Board Consultant; and library staff.

APPROVAL OF AGENDA

Ashdown moved, seconded by Brown to approve the Agenda of February 19, 2001. Motion carried.

BRIEF PUBLIC COMMENTS

Carole Maddox inquired why Marilyn takes notes, has the equipment and Barb takes notes. Why do we need so many people taking minutes. Marilyn informed Carole that she does not take full notes at a Board meeting that is Barb's job, Marilyn takes notes at Personnel Committee Meetings and "Special" Board Meeting when Barb is not here or available.

Carole: "I thought that the meetings of the Personnel Committee would be scheduled that some of the staff could attend."

Ashdown/Swanson: Scheduling time that the Board members can attend.

APPROVAL OF MINUTES

Cherry moved, seconded by Smitley to approve the Minutes of the "Special" Board Meeting of January 12, 2001. Motion carried.

Cherry moved, seconded by Gay to approve the Minutes of January 15, 2001. Motion carried.

Cherry moved, seconded by Gay to approve the Minutes of the "Special" Board Meeting of February 6, 2001. Motion carried.

Gay moved, seconded by Brown to approve the Minutes of the "Special" Board Meeting of February 13, 2001. Motion carried.

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BDLS Board Minutes
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CORRESPONDENCE

- ☒ Notification from the City of Coldwater - to hold a Public Hearing and consider for adoption a Brownfield Plan for the property located at 410 and 436 E. Chicago Street and having Sidwell numbers.

Ashdown added:

- ☒ Thank you note from Sandy Patterson on the Handicap Parking areas.

FINANCES

1. **Approval of Bills:** Cherry moved to approve the bills as submitted, seconded by Brown.
Motion carried.
2. **Financial Statement:** No report available / Audit.
3. **Penal Fine Chart:** Discussed.

PENDING BUSINESS

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

a. Coldwater:

- ☒ Shortest meeting on record 3 members attended.
- ☒ No finances to report.
- ☒ Holbrook Heritage Sign paid for and in place.
- ☒ Board signed a leave of absence and job security for Kim's return May 17, 2001.
- ☒ No volunteers to work the Heritage Room, Reference people will cover.
- ☒ Remainder of the views auctioned off received \$4,200, from the Swann Galleries Auction.

b. Bronson:

- ☒ Tuesday, open to 7:00 P.M. library being used a lot.
- ☒ Tuesday afternoon Book Sale 83 people attended.
- ☒ No weekly Story Hour.
- ☒ Head Start and Pre School on Thursdays 80 - 90 children.
- ☒ United Way will donate again this year \$1,000.00
- ☒ January computer use - first month we used it 133 people.
- ☒ Each library should have a carbon monoxide protector, smoke detector and fire extinguisher. Bronson does not have one. Hurd will check on this.

c. Quincy:

- ☒ Brown reported that Bruce and Jeanne Berg attended the meeting to give reports on Allen Penal Fines and Capital Fund Balance.
- ☒ \$5,450.00 donated for the second phase of shelving.
- ☒ 50 more books donated by Mr. & Mrs. Fillmore, has now donated approximately 200 books.

- ☒ Bruce reported: free cable modem via Charter Communications.

- ☒ Brickey added: nice to have Bruce and Jeanne over to explain a few issues.
- ☒ Summer Reading Program - Sue May working on this.

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- d. **Union Twp:**
- Special three days - Story Hour - two sessions. One for elementary and one for pre-schoolers. The one for elementary schoolers was wonderful. Eleven one day, thirteen the next day.
 - All computers busy.
 - Replacement of the windows, Pat mentioned to have a inside drop box put in at the same time.
 - Spring time flower pots front and back.
- e. **Sherwood:**
- Nothing to report.
- f. **Algansee:**
- February store closed, no drop in patrons.
 - Tuesday is the last pre-school story session. Start-up again in April.
 - New challenge for everyone - kids and adults - read one hundred thousand pages by 1st week of April - National Library Week.
 - Algansee formed a Friend's Group, Susan Shilling, Chairperson. April 10th will be a organizational meeting.
 - Renee Hardy and her mom donated the Library sign in memory of her father.
 - Access magazine article Around the World Algansee library is mentioned.
2. **Building Committee Report:** No report.
3. **Children's Committee Report:** No report.
4. **Personnel Committee Report:**
- a. **Vacation Policy:** Wording change from December 31st to the last pay period in December for calculating vacation time for hourly employees. **Cherry moved, seconded by Smitley to approve the change in the vacation policy. Motion carried.**
 - b. **Refund Policy:** **Hurd moved, seconded by Ashdown leave the policy as is; try for one month. Motion carried.**
 - c. **Longevity:** Salaried personnel will no longer be eligible for longevity pay effective March 1, 2001. **Cherry moved, seconded by Smitley to eliminate longevity, but all other benefits for salary personnel will remain the same. Motion carried.**
 - d. Personnel Committee will meet Wednesday, February 21, 2001 at 1:15 p.m.
 - e. **Deferred Compensation:** Account changed to NACo Program.
 - f. **Memo of Understanding for Tina Peak:** **Ashdown moved to accept the Memo of Understanding for Tina Peak with corrections, seconded by Smitley. Motion carried.**
 - g. A letter to Bryon Sitler was mailed.
 - h. Smitley had some concern over the book orders for Union branch. Same book budget for 2001.
5. **Plan of Service:** No report.
6. **Technology Committee Report:** No report.

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7. **Director's Report:**

- ✓ Checking on phone bills for Internet # that is no long accessible. LDMI will be investigating long distance phone numbers. GTE was still reporting these # and billing the library.
- ✓ Blind people have been training and found out that the braille reader on the elevator is wrong. Elevator people will check on this at next inspection.
- ✓ Discussed set-up demo with Gaylord automation vendor with their new product towards the end of March. Up-grading automation system.
- ✓ Capital fund report and estimate of capital money left for Algansee, Bronson, Quincy, Sherwood and Union twp. Corrections to be presented at next meeting.

NEW BUSINESS

Nothing to report.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

- ◆ Carole Maddox asked if the new director had any experience working with branches.
- ◆ Bobbi Brickey - wanted to know if Tina has had experience as a Director.

ADJOURNMENT

Meeting adjourned 7:50 P.M.

Submitted by:

Marilyn Ashdown

Marilyn Ashdown, BDLS Board Secretary

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