

DRAFT

10 E. Chicago St - Coldwater, MI 49036

Approved

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
March 19, 2001
6:00 P.M.**

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Rosemary Smitley (excused.)

ALSO PRESENT

Dave Rumsey, Rumsey & Watkins; Richard Sharland, Board Consultant; and library staff.

APPROVAL OF AGENDA

Brown moved, seconded by Cherry to approve the Agenda of March 19, 2001 with one deletion under New Business #4. Audit Report to Finances; #3 Presentation by Martha Seaman McKee will be reported by one of the Board members ; addition of #4 to New Business - Memorial for Chuck Woodward. Motion carried.

BRIEF PUBLIC COMMENTS

None one at this time.

APPROVAL OF MINUTES

Cherry moved, seconded by Brown to approve the Minutes of 19, 2001. Motion carried.

Ashdown moved, seconded by Brown to approve the Minutes of the "Special" Board Meeting of February 28, 2001. Motion carried.

CORRESPONDENCE

- ☒ Allmerica Financial Citizens Insurance in regards to the MI Counties Workers' compensation Fund Loss Control representatives visit of February 28, 2001.
- ☒ Attorney Andrew VanDoren re: Henry Tyson Trust.

FINANCES

Audit Report

David Rumsey from Rumsey & Watkins presented the Audit for budget year ending 12/31/00. He gave an over all view of the audit and answered questions. Four items were discussed: a. Accounts Payable; b. Request for Federal Funds; c. Due to the City of Coldwater; d. Governmental Accounting Standards. In all material respects, the financial position of the Branch District Library as of December 31, 2000, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Rumsey & Watkins, P.C.

Brown moved, seconded by Cherry to accept the Annual Audit Report. Motion carried.

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

PENDING BUSINESS

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

a. Coldwater:

- 📝 Questions on Tina Peak, director candidate.
- 📝 Donations for Chuck Woodward be directed to the Heritage Room.
- 📝 Eighty-seven visitors to the Heritage Room in February.
- 📝 Check in the amount of \$3,575.00 from Swann Galleries Auction.

b. Bronson:

- 📝 Busy as usual.
- 📝 Hurd and Maddox met with the Township Board last week. Some improvements are being made, physical interior of the library. Township Board came back again offering to let us purchase the library for a \$1.00.
- 📝 City purchased a smoke detector.
- 📝 Guy reported: Fire extinguishers at Central and Branches to be inspected monthly and recharged yearly. Carbon monoxide protector attached to the furnace.

c. Quincy:

- 📝 Attended the Board meeting last Wednesday. Mr. & Mrs. Fillmore, has donated more books and videos on NASCAR, Star Trak.
- 📝 Mrs. Doan donated four Oprah Book Club books, some duplicates were given to the Alganssee Library.
- 📝 Charles Tucker gave a autograph copy of his book.
- 📝 Eagles have donated \$500.00 towards materials for the elderly.
- 📝 Ed Block from the Hospector Shop in Hillsdale has donated plastic sleeves and sheets to display both sides of the antique money the bank had given Quincy.
- 📝 Brickey has found out that the library is connected directly into the Village alarm/ 911 system.
- 📝 The Village has provided the carbon monoxide protector for the building.
- 📝 Board is planning the next phase of shelving.

d. Union Twp:

- 📝 Pat attended the Township meeting last month.
- 📝 June to September 27 patrons - after the installation of the Gates computers in October - 45 patrons in January & 74 patrons in February.
- 📝 Front and back drop-boxes will be installed.
- 📝 Moving shelving from behind the desk to another area of the library to make room for a storage cabinets.
- 📝 Mentioned to the Township that the library needs a house number.
- 📝 Charles Tucker autograph a book for the library.
- 📝 1st week of April - National Library Week - 3 days of Story Hour and a mini concert planned.

e. Sherwood:

- 📝 Carolyn has been having health problems. Betty Follis subbing.
- 📝 Change of hours possibly.

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- f. **Algansee:**
- ✎ Computers have been used a lot, some patrons now have purchased their own.
 - ✎ Furnace was down 2 different days.
 - ✎ Store is still closed.
 - ✎ Question is will we make the one hundred thousand pages by 1st week of April. Twenty-five people signed up.
 - ✎ Friends meeting April 10th.
 - ✎ 1st week in April - National Library Week - trying to plan something special for Tuesday, Friday & Saturday. Brothers & sisters for Tuesday. Working on other programs.
2. **Building Committee Report:** No report.
3. **Children's Committee Report:** No report.
4. **Personnel Committee Report:** Committee met on Wednesday, February 21st
- a. Proposed management vacation schedule. **Cherry moved to approve the management vacation guidelines, seconded by Hurd. Motion carried.**
 - b. Hourly vacation policy (formula handed out.)
 - c. Re-write directors job description - will be on the next personnel committee meeting.
- Personnel Committee meeting scheduled for Tuesday, March 27th @ 11:00 A.M. Bring a lunch.**
5. **Plan of Service:** No report - meeting scheduled for March 29th, Thursday @ 6:00 p.m.
6. **Technology Committee Report:** No report.
7. **Director's Report:**
- ✓ Fire extinguisher at Central and Branches will be all recharged.
 - ✓ Elevator people will correct the Braille plates at a cost of \$288.00.
 - ✓ Annual inspection from CBPU on the library back-flow connections to insure no contamination of our drinking water. Three certified locals checking with.
 - ✓ All emergency lighting units repaired.
 - ✓ Verison phone bills corrected. Long distant LDMI still isn't corrected.
 - ✓ Attended Quincy Rotary on Monday.
 - ✓ Gaylord Demo classes set up for Wednesday, March 21st (9:00 - 12:00 & 1:00 - 4:00.) Will inquire to up-grade to their system.
 - ✓ Woodlands borrowing LCD Projector a \$4,000. Bruce will deliver to the Woodlands.
 - ✓ Letter from Attorney Andrew VanDoren on the Henry F. Tyson Trust Fund
 - ✓ **Brown moved, seconded by Ashdown for President Swanson to sign document. Motion carried.**
 - ✓ Citizen's Request for Reconsideration of Library Material: Agatha Christie - Poirot Loses a Client. No action.
 - ✓ Staff Meeting, this morning to discuss Vacation Policy.
 - ✓ Fire extinguisher packet - Michigan County Workers Compensation Fund lost control visit: two concerns to address to them recharge fire extinguishers and janitorial chemicals in employee's entrance area. Need documentation on chemicals. Will comply.
 - ✓ Corrections made on Capital Fund for the Branches. Recommendations will go to the Plan of Service Committee. Next meeting, scheduled for (Thursday, March 29th @ 6:00 P.M.)

NEW BUSINESS

1. **Signing Agreement NACo- regards to MAC Deferred Compensation. Cherry moved, seconded by Brown for President Swanson to sign NACo Agreement. Motion carried.**
2. **Book budget for Bronson (C. Maddox) - I was informed by Dee Knapp that Bronson had a \$1,000 left in their book budget. I had the invoices in on time. For whatever reason they were not paid last year but this year. If they weren't paid from last year what happened to Bronson Book Budget monies. R. Hardy same with Quincy Book Budget. All branches have the same problem, expect Algansee. Swanson will meet with the Bookkeeper and give a report at next month Board meeting.**

3. **Report on meeting with Martha Seaman McKee:** Ashdown and Brown report: **1st issue:** After the last meeting we talked about a library director and bringing in a management firm. Mr. Sharland called Jim Seidl from Woodlands and talked to him about the different areas and Jim referred him to Martha Seaman McKee. She is a consultant, she has been a trouble shooter for several different libraries in the State of Michigan. Mr. Sharland has her resume. Ashdown, Brown & Sharland met Martha half way in Charlotte (library), she lives in Lansing. Talked to her about coming down and working with Bruce to be a trouble shooter to straighten out the problems we are having so that we can get a director in here without all the things happening that happened with Tina. Met with Bruce before this evenings Board meeting to discuss. Had a chance to talk with Bruce about this and he thought it would be worth while as far as he is concerned. We wanted Martha to come and do a presentation this evening but the Committee decided to take a step backwards, and we decided to do some things first. First having a staff meeting with all employees and reading the letters sent out to Tina and City Manager, talking about the situation that Sandy Cunningham has had. Hopefully the rumors will stop. The Board has really worked hard at getting a director in here. **Staff Meeting -RSVP - Monday, March 26th 8:00 A.M.** The staff will be able to ask questions of the Board. Martha gave some insight of what to do. Talked extensively about the rumors floating around about the library even from the community as well. Board is looking at every problem and every issue.
- 2nd issue:** Description of the Director position for newspaper ads. Will be placed in Coldwater Daily Report; MLA; MAME; Library Journal & Library HOTLINE.
4. **Memorial for Charles (Chuck) Woodward:** Calls from the public why the Library Board hasn't done anything for the Chuck Woodward memorial. Carole Bolton, Randall Hazelbaker from the CPL Board; Mary Hutchins; Betty Lynd attended the memorial. BDLS Board will purchase some type of memorial. Bruce is to look into this purchase for the BDLS Board.

INFORMATIONAL ITEMS

None.


EXTENDED PUBLIC COMMENTS

Maddox: Two questions employees will ask about the Staff meeting on Monday, (a) is it mandatory? (b) will it be a paid meeting? **Hurd moved to pay mileage to the Branch people and one (1) hour pay for all that attend, highly recommended, seconded by Gay. Motion carried.**

ADJOURNMENT

Meeting adjourned 8:45 P.M.

Submitted by:


Marilyn Ashdown, BDLS 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.

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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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