

10 E. Chicago St - Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES

Central Library Meeting Room

May 24, 2001

6:00 P.M.

of
DRAFT

PRESENT FOR ROLL CALL

Marilyn Ashdown, John Swanson, President; Rosemary Smitley, Jack Gay, and Acting Director Bruce Guy

ABSENT FOR ROLL CALL

Dorothy Cherry , Vera Hurd (excused.) Carol Brown, arrived at 6:05 P.M.

Ashdown excused at 6:45 p.m.

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Bobbie Brickey, Quincy Library Board; Erica Ewers, Algansee Twp. Supervisor; Richard Sharland, Board Consultant; and library staff.

APPROVAL OF AGENDA

Smitley moved, seconded by Gay to approve the Agenda of May 24, 2001. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Smitley to approve the Minutes of April 16, 2001. Motion carried.

Ashdown moved, seconded by Gay to approve the Minutes of the "Special" Board Meeting of April 19, 2001. Motion carried.

Gay moved, seconded by Smitley to approve the Minutes of the "Special" Board Meeting of May 8, 2001. Motion carried.

CORRESPONDENCE

☒ Nothing at this time.

FINANCES

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

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PENDING BUSINESS

1.

Reports from Central & Branch Liaisons:

a. Coldwater: Marilyn Ashdown reporting:

- Discussed the Charles Woodward Fund in the amount of two hundred thousand dollars, the Coldwater Library Board only received \$129,900 after all expenses. The Board will be working only with the interest of \$6,000. Discussed where they would spend the money but did not make any decisions.
- A memorial plaque will be placed in the Holbrook Heritage Room in honor/or memory of long term volunteers.
- CPL Board ask that a microwave be purchased to replace the one in the employee's lunch room, being under a \$100.00, Bruce is instructed to purchase one if it continues to malfunction.
- Volunteer luncheon was discussed but nothing was done during National Library Week, a small thank you gift for each of the volunteer's in the Holbrook Heritage Room will be purchased.

b. Bronson: Carole Maddox reporting:

- Steph is on vacation all week.
- 375 kids in the library within 4 days. About 500 more to go. Coming in on Tuesday at 8:00 a.m. - last class at 1:00 p.m. The library doesn't usually open on Tuesday until Noon but we will open at 8:00 for that.
- Charitable Trust Fund received in April \$922, from the 1999 trust; May \$1,500 from the 2000 trust; 2001 not received yet.
- Douglas Auto Tech donated \$300.00.
- A Bronson native passed away and is leaving the Friends \$10,000.
- Silly comment for the week: A young girl came into the library to apply for a library card, I told her you have to have one of your parents to sign for it. She said they can't their in Florida. I said when are they due back, she said when it closes. I said what closes, the girl said Florida.
- Question on the Memorial Holiday pay. Branches are closed on Monday, but policy says we get paid. Swanson referred it to Bruce to check into.
- Made twenty-five flyers for Head Start in Spanish.

c. Quincy: Carol Brown reporting:

- Story Hour ended May 18th with a great big birthday party for the children, each received a gift.
- For accreditation Sue May is attending a workshop May 20th to 25th.
- Book Sale June 8th & 9th - Friends will be coordinating.
- Preparing for the Summer Reading Program - June 12th will be sign-up day.
- Pet parade will be July 6th in conjunction with the SRP - Friends coordinating.
- Summer Reading Program party will be July 20th - Friends will help. A magician from Colon will be the main attraction.
- Shelving project is on-going.
- Jane Shultz donated a autographed book my Mary Higgins Clark . On-going donation will draw sometime in June or July.

Jane Baldwin reporting:

- Surprise visit from Frank Hemphill. He located at book on the very top shelf of the Genealogy Section worth about \$2,000. Should be in a locked area.

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d. **Union Twp:** Pat Kaniewski reporting:

- ☉ Sandy is also attending the workshop with Sue May.
- ☉ Garden Club has placed two flower pots in the front and one by the back entrance.
- ☉ Roof has been repaired.
- ☉ Two storage cabinets in place.
- ☉ Flyers were distributed to the Elementary & Middle School and included the 8th grade this year for the Summer Reading Program.
- ☉ Party the last day of Summer Reading Program at the park. Family Barber Shop has donated 2 bikes. Owner will check with other businesses for additional bikes due to the age groups.
- ☉ Summer Reading Program announced in the Chalk Talk newspaper thru the school.

e. **Sherwood:** Bruce Guy reporting:

- ☉ Still filling in until someone is hired. Some interest.

f. **Algansee:** Lynell Eash reporting:

- ☉ 1st part of May a police officer came and conducted "Bike & Scooter Safety" thirteen kids in attendance.
- ☉ Sue May and I visited the Jennings Kindergarten registration - signed up about 35 adults and kids for library cards. Talked with them about Summer Reading Program.
- ☉ Sue May and I will visit each classroom next Tuesday and talk about the Summer Reading Program.
- ☉ This Saturday is the Friends Book Sale with also have an area wide garage sale about 10 families.
- ☉ A lady donated some westerns from the Louis L'Amour collection gives the library 15-20 extras.

2. **Building Committee Report:** No report.

3. **Children's Committee Report:** No report.

4. **Personnel Committee Report:** No report.

5. **Plan of Service:** Agreement with Algansee Township Board on extra hours for the Algansee Library.

A draft was sent out and Dorothy Cherry and John Swanson reviewed it and made a few changes and came up with this agreement. Has been signed by the Algansee Township and now needs authorization for the chairman and witness to sign from this board. To maintain the payroll at Algansee for 18 hours a week, 9 will be compensated for by the Township same rate as established by the library and to include payroll employer taxes, effective date June 1, 2001. Expiration date March 31, 2002 reviewed on an annual basis. Compensation to be paid the sum of \$358.11 per month to cover the expenses of the additional nine (9) hours. Hours Tuesday, Wednesday, Friday 1:00 p.m. - 6:00 p.m. Saturday 9:00 a.m. - 12:00 noon. Hours may be adjusted with the approval of the township board and the District Library Board once established. Termination thirty (30) days written notice to the Branch District Library Board.

Ashdown moved to approve amendment to the Plan of Service Agreement on hours at Algansee and authorize board chair to sign, seconded by Gay. Motion carried.

6. **Technology Committee Report:** No report.

7. **Director's Report:**

- ✓ Correspondence on the Henry Tyson Trust has been dissolved.
- ✓ Concealed Weapon Law goes in effect July 1, 2001. Personnel Committee should meet and discuss a policy. Currently libraries are not exempt.
- ✓ Effective July 1st Child Internet Protection Act - a Federal Law that we need to be aware of as it will affect Year 5 Universal Service Fund money, and LSTA Grant recipients. It may force us to modify our current Internet Access Policy. If not over 18 years of age can't use computers.
- ✓ Network color printer (range of \$1,500 - \$2,000) for staff and patrons to use.
- ✓ Air conditioner in the Cave needs repair or replacement.
(Network color printer & air conditioner placed on hold until next month's meeting.)
- ✓ Book plate will be placed in the "Biography & Genealogy Master Index 1998" in memory of Chuck Woodward, from the Branch District Library Board. Book not received yet.

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NEW BUSINESS

1. **Deyo Associates - Insurance Appraisal Revision:** Inventory report of the Central library and branches on file, will be placed in the Director's office.

INFORMATIONAL ITEMS

Nothing at this time.


EXTENDED PUBLIC COMMENTS

Eash: Two comment concerns - (a.) Plan of Service gone thru yet or at committee level. Swanson commented not a big response from those sent out only one returned. (b.) Front door entrance bricks look like they are crumbling or paint is coming off. Crumbling up around the top of the building. Swanson said a Building Committee needs to meet.

ADJOURNMENT

Moved by Smitley to adjourn: Meeting adjourned 7:10 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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