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10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

Central Library Meeting Room

August 21, 2001

6:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Rosemary Smitley, John Swanson, President; Jack Gay, Vera Hurd and Director Frank A. Hemphill.

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin & Bobbi Brickey, Quincy Library Board; Erica Ewers, Algansee Township Supervisor; Richard Sharland, Board Consultant (excused at 7:05); and library staff.

APPROVAL OF AGENDA

Ashdown moved, seconded by Smitley to approve the Agenda of August 21, 2001 with two additions to New Business: #2 Winter schedule; #3 Children's Internet Protection Act. Motion carried.

BRIEF PUBLIC COMMENTS

Several of the staff have concerns over Tuesday not being a good day for the Board Meetings. Swanson assured the staff that it is a trial run.

APPROVAL OF MINUTES

Smitley moved, seconded by Gay to approve the Minutes of July 16, 2001.

Motion carried

CORRESPONDENCE

- ☒ Letter from Union Twp. Board to the BDLS Board concerning the Plan of Service. The Union Twp. Board is asking the BDLS Board members to met with the township board to discuss the Plan of Service.

FINANCES

1. Approval of Bills: Cherry moved to approve the bills as submitted, seconded by Smitley. Motion carried.
2. Financial Statement: Cherry 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: John Swanson reporting:

- ☞ Action For Committee of the Whole the CPL Board did not have a quorum.
- ☞ Contact with the Heckman Bindery was not so successful. The Board purchased a leather book from a local vendor to honor the volunteers.
- ☞ Book on biographies will purchased in honor of Shirley Clevenger.
- ☞ Pat Watson name was on the agenda of the city council meeting for approval.
- ☞ Christmas letter discussed and will be updated mailing in October.
- ☞ CPL Board representative to attend BDLS Board Meetings on rotation basis.
- ☞ Report on Heritage Room from Kim Guy.
- ☞ 264 visited the Heritage Room for June and July.
- ☞ Proposal by the Director to spend \$350.00 for an appraisal of Central Library/Heritage Room and Quincy Library and to split the cost with BDLS Board.

b. Bronson: Vera Hurd reporting:

- ☞ July was an outstanding month in circulation and visitation to the library.
- ☞ Friends meeting today at 4:00 p.m. - sixteen people in attendance.
- ☞ Book/Bake Sale which netted close to \$200.00 combined during the annual Polish Festival. Happy to report that our district director was there. Frank made himself very visible around town not only at the library.
- ☞ A former resident of Bronson has supplied the library with beautiful plastic children's furniture, picnic tables, chairs and tables.
- ☞ A local company is signed up to do our Carnegie sign for over the doorway.
- ☞ 993 books circulated during the month of July.
- ☞ Microfiche reader/printer will be purchased.

c. Quincy: Carol Brown reporting:

- ☞ New branch manager - Lisa Wood. Pleased to have her aboard.
- ☞ Appraiser Lynn Bohling to look at Quincy's rare books.
- ☞ Book shelving is on-going.
- ☞ Security system is functioning.
- ☞ Historical Tour going on, September 15th & 16th, Saturday and Sunday. No time set to tour library.
- ☞ Historical Society has offered to clean our carpets before the tour.
- ☞ Quincy board is working on a historical summary, flyers on facts about the old flag, maps and library; to pass out to the public.
- ☞ Report on Allen Penal Fines needed.

d. Union Twp: Pat Kaniewski reporting:

- ☞ Want to thank Frank for mailing out thank you letters to all the businesses that help make the Summer Reading Program a success.
- ☞ Final tallies on the Summer Reading, 114 students, 2 signed up but read nothing. 96 read at least 7 books. Three read over 80 books. 2048 books total.
- ☞ Picnic on the final day, was a huge success.
- ☞ Interested in starting a Friends Group.
- ☞ Interested in attending workshop.
- ☞ Wish List - more floor space.

- e. **Sherwood:** Frank Hemphill reporting:
- ☞ Checked out 46 items, for 27 patrons
 - ☞ 36 computer users.
 - ☞ No children programs.
 - ☞ Vacancy most of the summer.
- f. **Alganssee:** Lynell Eash reporting:
- ☞ Final tally 44 kids signed up from 21 of last year for the Summer Reading Club. Thirty-two finished.
 - ☞ Had a really nice party 26 kids attending, counting parents, Friends and volunteers 50 people attending. Homemade carnival games. Went back to the library and had refreshments. A grandma in the neighborhood made 13 dozen cookies. Kids hope we have it again next year.
 - ☞ Fair week was rather quite, most of the kids are 4 H's.
 - ☞ Ten children waiting for me to open today.
 - ☞ Bruce increased memory on the computers. Having some problems but Bruce is working on it. Was on the phone with Gates Computers.
 - ☞ September will be celebrating Curious Gorge's 60 birthday. Will have a party.
 - ☞ In October Winn the Pooh turns 75. Will have a party.
 - ☞ September will be starting a story time session which will run to the end of September.
2. **Building Committee Report:** July 24th meeting reported by Swanson. **Gay moves to approve the expenditure of painting the exterior of the building and okayed up to \$1,500 - not to exceed \$2,500, seconded by Smitley. Motion carried.**
3. **Children's Committee Report:** No report.
4. **Personnel Committee Report:** Meeting scheduled for September 6th - 8:00 a.m.
5. **Plan of Service Report:** Received replies from Coldwater, Union, Bronson, and Alganssee on the finalizing of the Plan of Service. Plan of Service Committee scheduled to meet with Union Twp. Board, September 11th, 7:30 p.m. at the Union City Twp. Hall
6. **Technology Committee Report:** No report.
7. **Director's Report:**
- ✓ Suggestion Boxes - Over the next couple of months, suggestions boxes will be installed in all service outlets for our patrons to communicate their concerns to the staff. The yet to be designed postcard size form will be addressed to the director and on the obverse an area for library questions & patron comments.
 - ✓ New Hire - Lisa Wood was hired as Branch Manager at Quincy Public Library effective August 7, 2001. Lisa previously worked at Alganssee Branch and is very qualified. She is a longtime resident of the area, is well known, and came highly recommended.
 - ✓ Building Issues - quotes from seven (7) contractors were mailed out 8/9/01 for repairs on the roof, re-roofing addition, caulking & repairing as needed all windows, and repairing eaves trough. (a) Quote solicited for automatic door openers. (b) Contact made with Branch County Buildings Supervisor Hoopingarner, Coldwater Housing Inspectors, and Historical Prevention Society for assistance in building maintenance & repair and their experiences with contractors. (c) Coldwater building inspector Tim Musser is going to go over the building with me. Contact made with Jake Kruszka, Branch County Building Inspector, re list of contractors listed with the County. Kruszka is familiar with the Clarke Building addition; he was the inspector when it was built.
 - ✓ Kellogg Community College - Annual report to KCC re use by Grahl students of Branch District Library. This service generates \$6,000 annually.
 - ✓ Comparison Class V Libraries - Attached are two charts/graphs comparing BDL to the 34 other public libraries in the state serving 26,000 - 49,999 population. Libraries are ranked from the bottom up.

- ✓ My ICMA-RC papers have been submitted to Andrew Van Doren to answer the legal questions posed by the Board in my Employment Agreement.
- ✓ Sandy Cunningham resolved her problem with Blue Cross/Blue Shield and has resubmitted her claim. It is the individual's responsibility to work with BC/BS to solve the problem and only in the most egregious cases should the institution be involved.
- ✓ 2002 Budget: (a) The TOTAL REAL AND PERSONAL PROPERTY TAXABLE VALUATIONS, Form L-4046, is \$904,690,701. Russell Siler, Land Resources Manager for Branch County provided the information and will be sending additional data, as it becomes available. (b) Neither the bookkeeper nor I have been able to find the work papers used for putting together the 2001 Budget. Reimbursable income is substantially below expectations \$10,000 actual versus \$35,000 projected.
Possible income might consist of the following:
 - ⇒ \$6,000 KCC
 - ⇒ \$4200 Alganssee reimbursement for additional hours.
 - ⇒ Coldwater copier expenses.
 - ⇒ \$9000 Woodlands Delivery Contract
 - ⇒ Coldwater salary for Holbrook Librarian.
 - ⇒ \$2500 Universal Service for Schools & Libraries reimbursement.
 - ⇒ \$6400 Allen Township Penal Fines Quincy staffing.
- ✓ The Coldwater Public Library Endowment is \$284,755, which generates an income of about \$12,000. The funds are part of a City pooled fund account invested in secure instruments such as CDs, Fannie Mae, U.S. Treasury, and money market accounts.
- ✓ Capital Fund - A 2000 Capital Fund Expenditures Report was given to the Board last month and, also, submitted to Rumsey & Watkins for journal entry corrections due to errors in expense coding in-library. Because the books for 2000 are closed, Rumsey was unable (declined) to correct the errors. He suggested we keep a good written record of what occurred which we have with the report submitted to the Board last month.
- ✓ Sherwood Branch - Rumsey, also, stated rent & phone expense paid to Sherwood Village for the library branch, is an operating cost, not a Capital Expenditure, and disallowed the charge. It should be charged to the BDL operating budget. This amounted to \$1074 in 2000; one payment as been made to Sherwood Village in the current fiscal year.
- ✓ I was ill for four days and docked my pay for a portion of that time. Otherwise, I have been balancing time/off by working Saturdays at the branches on an as needed basis or working longer days.
- ✓ Met with the Branch County Genealogical Society.
- ✓ Attended the Quincy Library Board meetings.
- ✓ Personnel Manual & Issues - did preliminary work on revising personnel manual, incorporating staff concerns. Sent a copy of work done to date to Personnel Committee and waiting on a date for meeting. Before starting on the revisions, I solicited the personnel manual of Branch County, City of Coldwater, Community Health Center, and the City of Portage. All copies of the Personnel Manual that I had access to were out dated; the accountant was the only one who had a correct copy.
- ✓ Projects:
 - ⇒ Developing a goals & objectives statement for the Director.
 - ⇒ Looking at the donations program & literature.
 - ⇒ Continue making contacts within the community
 - ⇒ Implementing the suggestion box program.

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NEW BUSINESS

1. Woodlands Contract (Membership & Service Contract.) Brown moved to authorize the director to sign contracts for the agreement for the deliveries of ILL, seconded by Ashdown. Motion carried.
2. Winter Schedule: Effective September 4, 2001 - Tuesday after Labor Day. Smitley moved to approve the winter schedule, seconded by Ashdown. Motion carried.
3. Children's Internet Protection Act: Cherry discussed with the board that the library is working towards compliance with this Act. Create a paper trail showing that the library is seriously considering how to do this. So that the director, president or someone can sign the certification request under which we certify that the library is taking steps to implement (working towards) compliance with this Act. Considering cost, types of filters available. Form 486 to be signed by director and/or president of the board so that the library is eligible for the discounts. Workshops discussed for Board members and/or staff.

INFORMATIONAL ITEMS

None at this time.

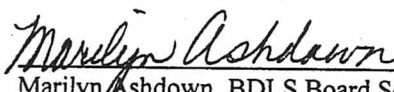
EXTENDED PUBLIC COMMENTS

Nola Baker discussed with the Board a portion of the Personnel Policy Manual on the need of a Dr's certificate. She was absent for three (3) hours not (2) days described in the manual. My supervisor asked for a Dr certificate. Frank ask that the staff will come to him before bringing the issue before the Board. A staff meeting is scheduled for Monday, August 27th at 9:00 a.m.

ADJOURNMENT

Meeting adjourned 8: 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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