

DRAFT

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
September 18, 2001
6:00 P.M.**

PRESENT FOR ROLL CALL

Dorothy Cherry, Rosemary Smitley, John Swanson, President; Jack Gay, Vera Hurd.

ABSENT FOR ROLL CALL

Marilyn Ashdown, (excused); Carol Brown, (excused.)

ALSO PRESENT

Carole Bolton, Coldwater Public Library Representative; Bobbi Brickey, Quincy Library Board; Director Frank A. Hemphill, Richard Sharland, Board Consultant; and library staff.

APPROVAL OF AGENDA

Gay moved, seconded by Smitley to approve the Agenda of September 18, 2001 with one addition to New Business: #4 Trusty Janitorial Service cleaning contract. Motion carried.

TRUTH IN TAXATION

Resolution & Hearing

Meeting open to the public at 6:03 p.m. no comments from the public closed 6:05 p.m..

Posted in the Coldwater Daily Reporter September 11, 2001.

Cherry moved, seconded by Smitley to adopt the resolution as drafted and appearing in the packet dated September 18, 2001. Motion carried. Roll call vote: 5 Ayes 0 Nays 2 Absents

BRIEF PUBLIC COMMENTS

No comments at this time.

APPROVAL OF MINUTES

Smitley moved, seconded by Gay to approve the Minutes of August 21, 2001 with corrections to Page 5 - #3 of New Business / Children's Internet Protection Act: (wording) Create a paper trail should read "Must document actions"; cross out "So that the"/start sentence with Director; cross out "can" replace with must.

CORRESPONDENCE

- ☒ Andrew Van Doren has accepted a position with the Branch County Federal Savings & Loan Association, commencing October 1, 2001.
- ☒ Andrew Van Doren re: 401 and 457 plans for Frank Hemphill. **Cherry moved, seconded by Smitley that in accordance with Attorney Van Doren and the letters appearing in the packet the board approve the resolutions and set flat amount mentioned in his letter, the \$2,800 mentioned in Mr. Hemphill's contract and designate Jeanne Berg as administrator, for the resolutions regarding the 401 money purchase plan and the 457 deferred compensation plan. Amend the motion to reflect the amounts going to the specific types of plans. Motion carried. Roll call vote: 5 Ayes 0 Nays 2 Absents**
- ☒ Attorney Charles R. Bappert representing the estate of Donald H. Stahlhut, Deceased. Mr. Stahlhut specifically mentioned to give all his books (war and religion) to the Branch County Library at the time of his death. **Received books and sold them Saturday at the Friends of the Library Book Sale. Friends sold about \$400.00 in materials.**

FINANCES

1. **Approval of Bills:** Cherry moved to approve the bills as submitted with an explanation on Havel Bros for next month meeting, seconded by Gay. Motion carried.
2. **Financial Statement:** Cherry moved to accept the Financial Statement, seconded by Gay. Motion carried.
3. **Penal Fine Chart:** Discussed.

PENDING BUSINESS

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

a. **Coldwater:** Carole Bolton reported:

- ☞ Mr. Troust will be updating the Christmas Letter.
- ☞ Biography book will be purchased for Shirley Clevenger (former CPL Board member.)
- ☞ Book of Honor purchased to honor and/or in memory of volunteers.
- ☞ Volunteers now have an e-mail address to use for genealogy information to patrons.
- ☞ CPL Board members will be attending BDLS Board meeting.
- ☞ Four (4) new possible volunteers.
- ☞ 120 visitors to the Holbrook Room in August.
- ☞ Take up reel for the microfilm reader missing - ordered a new one.
- ☞ Kim is updating the Christmas mailing list.
- ☞ Hard drive bad \$120.00 to replace - up grade the mother board \$220.00
- ☞ National Library/Volunteer Week - Board started it in motion early since it was missed last year.
- ☞ Problem in Holbrook Room with kids under 18 years of age. CPL will implement policy.
- ☞ Suggestion Box comment: Patron suggested a full time person needed in the Heritage Room.

b. **Bronson:** Carole Maddox reported:

- ☉ Penal Fines - Maddox contributed \$100.00.
- ☞ Friends Group has been writing a weekly article for the newspaper. The women who has been doing it passed away. Steph and I have been keeping it going until another Friend steps forward and do it.
- ☞ A lot of grandparents of the Spanish children want the library to purchase e-z books in Spanish so they will be able to read to their grandchildren.
- ☞ 5th grade class from St. Mary's. Teacher gave them an assignment to get a book on a saint of 150 pages long, kids had to write a 5 page report. Couldn't find any books on saints. Carole wrote to the teacher suggesting he/she let the library be aware of where he/she found the material. And sent a form home with the children letting the teacher know, the children came into the library, but we couldn't help them.
- ☞ Asian girl came into the library, she was a German exchange student.
- ☞ 4-H Fair displays at the library (ceramics, cobbler bench, etched mirror) all Best of Show. Cobbler bench made by my 10 year old grandson.
- ☞ A lot of compliments this month.
- ☞ New patron said they like the children's area, very open and user friendly.
- ☞ Compliment or Complaint - A gentlemen couldn't figure out why Steph and I got paid for having so much fun working at the library.
- ☞ Another patron very pleased with material received from InterLoan.
- ☞ Steph is working at the library alone this week. Central is well aware of our working evenings alone at times.
- ☞ I'm on vacation this week.

c. **Quincy:** Bobbi Brickey reported:

- ☞ Our new branch manager Lisa Wood is here. Welcome!
- ☞ Last weekend was the Historical Tour, 55 visitors toured the library.
- ☞ Prior to the tour ladies from the Friends cleaned up and came in the two days of the tour.
- ☞ Pleased that Frank was there for the tour.
- ☞ Service Master did the carpets, washed the windows inside and outside.
- ☞ Beautiful flowers received for the tour.
- ☞ Discussed book shelving. Will get an estimate on more book shelving.
- ☞ Quincy's name be removed from the left hand side of the envelope and placed at the right of the envelope.

d. Union Twp: Pat Kaniewski reported:

- ☞ Plan of Service Committee met with the Union Twp Board, September 11th. Very positive, need to keep the communication open with township.
- ☞ Workshop in Holland on Thursday.
- ☞ Starting a Friends Group.
- ☞ Scheduled a Story Time beginning October 10 - November 14, 200.
- ☞ Statistics from Plan of Service: Year 1999 materials checked out: 6,937 items charged out to 3,083 patrons; year 2000 materials checked out: 7,982 items charged out to 3,961 patrons; up through August 2001 materials checked out: 6,601 items charged out to 3,037 patrons. I am pleased with these figures, and expect to surpass last years statistics.

e. Sherwood: Rhonda Galvin reported:

- ☞ More people coming into the library.
- ☞ People applying for library cards every week.
- ☞ Kids using the Internet, now taking out books.
- ☞ Weeding and bar coding the collection.
- ☞ Planning on an open house.
- ☞ New shelving.

f. Alganssee: Lynell Eash reported:

- ☉ Nuts are falling! (Black Walnuts) 55 gallon drum already. Haven't seen the ad in the paper if they are taking nuts at the drop off places - Camden and LaGrange.
- ☞ Started Story Hour today for the little kids. Saturday Story Hour for the older children.
- ☞ Next Saturday is Curious George's birthday.
- ☞ Winnie The Pooh will be 75 the following Saturday.
- ☞ Double E Enterprises donated a set of Winnie the Pooh picture books. Books will be honor of each child or by family depending on how many kids are there. Eric Ewers donated.
- ☞ Getting the kids back in school.

2. **Building Committee Report:** No report. Vera asked about the estimates for the roof and automatic door opener (s). Local vendor quote on roof. **Recommendations to the Board next month, also check on the Disabilities Act would it require the same door opener on both entrances.**
3. **Children's Committee Report:** No report.
4. **Personnel Committee Report:** Report of September 6, 2001. Final draft of the Personnel Policies Manual by October board meeting. **Meeting scheduled for October 2, Tuesday at 6:00 p.m.**
5. **Plan of Service Report:** Plan of Service Committee did attend the Union Twp Board Meeting.
6. **Technology Committee Report:** No meeting. **Children's Internet Protection Act** - Federal Law requiring the library to install filters on the Internet to protect children and in order to be entitled to discounts that the library would get amounting from \$5,000 to \$6,000 a year. Frank will have to certify that the library is working towards compliance with the act. This item (Children's Internet Protection Act) was put on the Agenda at Dorothy Cherry's request and requesting it be on the Agenda every month. It appears that the act requires us to install filers. The Board directs Frank to have Bruce take action to provide a report of filters available and prices at the next board meeting. **Cherry moved, seconded by Gay prior Internet Policies of July 17, 1995 and February 19, 1996 be withdrawn. Motion carried.**

7.

Director's Report:

- ✓ Two part time library clerks resigned effective 9/1/01 and are being replaced with one library aide, Jacob Revitt. He clearly understands his grades cannot suffer from working at the library. His beginning duties will be on the circulation desk. As the Board may remember, this is a newly created job description, funded at minimum wage, and temporary in nature. The Clerk/Aide change increases staff hours from 17 to 25. An additional Aide will probably be hired, once the staff has experience. Young people will not work alone.
- ✓ Woodlands delivery contract was \$8,736.78 in 2001, in 2002 it is \$9,069.22 due to increased salary, fringe benefits, mileage, and workman's comp.
- ✓ Coldwater Public Works is going to redo the sidewalks in Library Park. As part of the project, a portion of the walk next to the drive/parking lot will be replaced at our cost. Maybe we will not be paying for the improvements.
- ✓ A \$235,000+CD was rolled over at 3.75% for six months (2-82-02.) Jay Johnson, COO at Southern Michigan Bank, called and also suggested that BDL invest some of the \$435,000 in the checking account. I did a cursory survey of local banks seeing what interest we could draw, and Southern Michigan had the best rate by far. The checking account earns 2.2%.
- ✓ Interviewed 12 applicants fro a Library Clerk position and hired Ruth Vanderpool-Omlor for the 20 hour or less position. Vanderpool-Omlor has an Associates in Art and a Child Development Associate Credential from KCC. She currently works part time for the Literacy Council, worked six year s for the Reading Community Schools and 16 years for Branch County Head Start.
- ✓ Rolled over a six month Certificate of Deposit at Southern Michigan Bank & Trust. Originally it was a \$204, 000 investment at 5.75% and grew to \$235,377. It will be invested at 3.75% for six month, maturity date 2/28/02. Talked to John about our investment program and he will have information from the Mental Health Board that is examining investment options.
- ✓ Am working the BDL Book Sale Saturday, September 15th and acting as a host at the Quincy Library for the Branch County Historical Homes Tour September 16th. Am continuing to make up time off with extra hours.
- ✓ Attended the Coldwater Public Library Board meeting September 10th and passed out local history policies that I developed at Portage. CPL does not seem to have a clearly defined mission statement, acquisition, development, etc. policies. There is a question in my mind about the process that I need to go through with the CPL Board and the BDLS Board when I am working with policies. The BDLS Board is more formal, process oriented legislative body while the Coldwater, Quincy & Bronson Boards are more informal, working (administering) boards. Probably the best way for me to interact with the local boards is working with them so that the local boards recommend policies to the BDLS Board.
- ✓ Suggestion response post cards are at the printers. Will open a \$100 deposit account at the Post Office to cover postage on replies.
- ✓ Attended the Union Township meeting & Quincy Library Board meetings. Union Township had concerns about communication and Quincy Library Board also voiced similar concerns.
- ✓ Donation envelopes: discussed.
- ✓ Hiring of Information Systems Consultants, Inc: **Cherry moved, seconded by Smitley continuant on satisfactory coordination with Monroe County & Van Buren District Library at a cost not to exceed \$5,000. Branch District Library to join with Monroe County & Van Buren District Library to hire the Information Systems Consultants to analyze the libraries needs, and write a Request for Proposal and help select a computer vendor to up-grade and replace the Branch District Library current computer system. Motion carried.**

NEW BUSINESS

1. Board 2002 meeting dates: **Gay moved, seconded by Hurd to adopt the resolution for year 2002 meeting dates. Roll call vote: 5 Ayes 0 Nays 2 Absents Motion carried.**
2. Christmas Letter: Discussed.
3. 2002 Library closing dates: **Hurd moved, seconded by Cherry to approve the 2002 library closing dates. Motion carried.**
4. Trusty Cleaning Contract: **Gay moved, seconded by Smitley to accept the cleaning contract for a period of six (6) months - 4 Ayes, 1 Nay. Motion carried.**

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INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Maddox: "Thought it was illegal to lay off and hire in the same position."

Swanson: "It is illegal, but the library is contracting out."

ADJOURNMENT

Cherry moved to adjourn meeting adjourned at 8: 00 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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