

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
November 20, 2001
6:00 P.M.**

Revised

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, John Swanson, President; Jack Gay,

ABSENT FOR ROLL CALL

Rosemary Smitley (excused), Vera Hurd (excused).

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Erica Ewers, Algansee Township Supervisor, Director Frank A. Hemphill, Bruce Rearick, owner of the Coldwater County Club and library staff.

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda of November 20, 2001 with two addition to the Director's Report: 1st / letter dated August 26, 1993 to the Union Township Board regarding telephone service; 2nd / LSTA Grant under action items. Motion carried.

BRIEF PUBLIC COMMENTS

No comments at this time.

BRUCE REARICK PRESENTATION

Plans for the club to involve the community for year 2002. A charity function to benefit the library. At the Club we are looking to increase our opportunity for the non-golfers. Hope to accomplish tonight is to lay a few ideas out that I have to the Board for discussion perhaps over the course of the winter you can come to a conclusion if it will work or not for the library. When the Club does a charity function we take an active role. The Club wants to build three professional croquet courts behind the club. Professional croquet is played on putting green type surfaces. Not like your back yard croquet. Did a Round Robin all day tournament, type of festival arrangement, first year raised \$50,000, the club sold tents for \$500.00. Groups would purchase a tent, bring in their own refreshments for the day. Best decorated tent contest. All proceeds for the day would go to the library, except alcoholic beverage purchases. Go to Companies to purchase tickets for their people. Perhaps an annual event to benefit the library, make it a family affair. The Club will do all the leg work. All branches of the library will benefit. Board will need a committee. I will have a draft for the Board at the December 18th board meeting.

APPROVAL OF MINUTES

Cherry moved, seconded by Brown to approve the Minutes of October 16, 2001. Motion carried.

CORRESPONDENCE

- ☒ Tax abatements from Alchem Aluminum, Inc., & IMCO of Michigan.

FINANCES

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

PENDING BUSINESS

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

a. **Coldwater:** Marilyn Ashdown reported:

- Book ordered for Shirley Clevenger.
- Volunteers e-mail is up and running - hhr@brnlibrary.org
- Kim has submitted her letter of resignation, November 29th is her last day.
- The Coldwater yearbook is in.
- Board job descriptions.
- Vandalized books in the heritage.
- Randall resigned his position on the board.

b. **Bronson:** No report - no liaison:

c. **Quincy:** Carol Brown reported.

- Attended last weeks meeting.
- Quincy has been given a plaque from the Branch Community Foundation for receiving Great Grants. Displayed on the lift door.
- Lisa is working on the Young Adults section of the library. Book budget monies needed in this area.
- Kids doing homework while waiting to get their time on the computer.
- Library Board is looking over some needs that they have -- portable phone, new copier, electric typewriter. Also, in cooperation with the Township they will be looking for an awning for the handicap entrance, and a hand rail, and trash pickup.
- Circulation at Quincy 1226.

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

- Highest computer usage 118.
- Pre-school story time.
- Two craft times at each story time.
- Book donation from the Historical Society (Track & Field.)
- Garden Club donated a picture of Union City entrance signs on M-60.
- Scheduled craft and story time from 6:00 - 8:00 in the evening for December 1st and 15th, in cooperation with Union City Christmas kickoff.
- Using comment and suggestion boxes.
- Donation for purchase of a table for our craft time, that has been approved by the Township Board. Has to be a folding table.
- Last Tuesday was the Township Board meeting, their comment was they still have not received financial information each month, that was agreed upon at the July meeting the BDLS was at. Also, as of December 31st they are cutting off our phone service. Board will be receiving a letter from the Township Board.

e. Sherwood: Rhonda Galvin reported:

- Open house - October 25th. Twenty-five people showed up. Some people expressed an interest in volunteer. Hardings Market donated coffee, cider and donuts. Especially on Saturdays they want to have activities with the children.
- Two older teens offered to volunteer during Story Time. November 15th will run until Christmas. Will start up again in April or May, 4 years old and up. Seven children in attendance.
- Thanksgiving Turkeys out of the children's hands.
- Meeting in December - meeting with the Village to start a Friends of the Library.
- New shelving.

f. Algansee: Lynnell Eash reported:

- Halloween party at Erica's house. 45 - 50 people in attendance. Set the room up like an I Spy book, kids went around the room to spy on the pumpkins.
- Kids are using the computers for homework.
- Boys were to design a house, they went on the computer and found a few designs for windows and doors.
- More requests for Inspirational fiction.
- Brain storming for next year: workshops on quilting, scrap booking, herbs. (January/February/March)
- Circulation of 388 books.

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

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

4. **Personnel Committee Report:** Proposed Personnel Manual Policy. Final approval at December Board Meeting.

Ashdown moved to approve the proposed Personnel Manual Policy, seconded by Brown. Motion carried.

Roll Call Vote: 4 ayes 0 nays 2 absences 1 abstain. (Meeting Mon., Nov. 26, 1:00.

5. **Plan of Service Report:** 1st reading of the Plan of Service. **Cherry moved that the 1st reading of the Plan of Service be approved, seconded by Brown. Motion carried.** Roll Call Vote: **5 ayes 0 nays 2 absences.**

6. **Technology Committee/Children's Internet Protection Act - Report:** The automation librarian is continuing to investigate Internet filters so we can comply with the Children's Internet Protection Act,

7. **Director's Report:**

Action items:

a. Handicapped Accessible Door: **Cherry moved that the contract be awarded to Automated Entrance, Inc, for the East Entrance Door at \$2,600, seconded by Gay. Motion carried.**

b. Swallow's Nest closeout of audio books: **Cherry moved to purchase the Audio Books collection,, seconded by Ashdown. Motion carried.**

c. LSTA Grant: Due to accounting errors from a former bookkeeper, LSTA Grant items was charged to the Gates Grant, or visa versa. Rumsey could not adjust it since the account was already closed out. **Cherry moved that account records be amended to reflect that the remaining balance currently showing as a LSTA Grant Fund of \$12,962.90 be transferred to the Capital Fund Account for Central and this would zero out the LSTA Grant and deposit the same amount in Central's Capital Fund Account, for calender year 2001 and this motion corrects an error made in calender 2000, seconded by Gay. Motion carried.**

Reports: Director's November Monthly Report / Letters to Union Township - Rumsey & Watkins.

- Worked at Bronson and Union Township Libraries on Saturday and substituted at Bronson for illness. Worked Quincy Book Sale. Attended Quincy Friends meeting. It is the 20th anniversary of the Quincy Friends Group.
- Followed up building inspection competed by Tim Sweet, Coldwater Building Inspector. All safety violations rectified within the required 30 days.
- Hired Joann Carr as a part-time library clerk, interviewing for 2nd library aide position. Just to remind the Board, a library clerk quit and I requested that the Board approve a library aide job description at minimum wage, and filled the clerk position with library aides. By hiring a library aid, work hours were increased from 17 to 25 hours per week at the same cost.
- Personnel Committee met and completed revision of the Personnel Manual and recommended it to the BDLS Board.
- Completed preliminary work on the 2002 budget and sent to BDL Board for input. Budget circulated amongst management staff or input.

- Attended the Michigan Library Association conference in Lansing Nov. 7 - 9th.

CIPA - I attended a workshop on CIPA at MLA and came away very confident that if we follow Ms Cherry's suggestions on CIPA, that the library is covered. We are making good faith effort to meet the guidelines in CIPA, while still obeying Michigan law governing public access to the Internet. All libraries in Michigan are facing the same kind of conundrum. There is a basic conflict between what Michigan law and CIPA require. Michigan law requires that one or more terminals have unfettered access to the Internet and the rest have filtering software to prevent access to pornographic sites. CIPA requires that ALL Internet terminals have filtering software. Presently CIPA is under adjudication and working its way through the justice system. All libraries have the choice of whether or not to participate in CIPA – if they don't, then the libraries loose out on E rebates. No penalties or liabilities are attached to non-compliance with CIPA – in other words, we cannot be sued or face a penalty.

There is going to be a growing emphasis on partnering with other institutions and governmental agencies in the competition for Museum & Library federal grants.

I have offered my services to the incoming President of MLA for committee work. What is the Board's stance on service to the profession?

- Public Library Association, a division of the American Library Association, is holding its conference in Phoenix, March 12 - 16, 2002. It has been my experience that this one of the most beneficial professional library conference available. I plan on attending and wondered to what degree the Board supports such attendance?
- Kimberly Guy has tendered her resignation as Local History Librarian in the Holbrook Room effective November 29th. The salary for this position is reimbursed by Coldwater Public Library, the Woodward Fund. To me this is a fairly critical loss – Kim had the third Master's degree in Librarianship on the staff. State certification for this library is one Masters Degree per 10,000 populations served and that is above and beyond the Director's MLS. It is very unlikely we will get anyone with Kim's credentials; therefore the pay scale will be adjusted.
- EXPANETS is a service contract on the telephone equipment in the Clarke Building and runs about \$21.00 per month.
- Attached are copies of letters to Union Township Board and Rumsey & Watkins regarding phone lines and quarterly financial reports. To date there has not been a response from either party.
- Alganssee Branch Phone Service – BDL is paying for three lines into Alganssee Branch, one voice and two data lines. There were no long distance calls. According to Plan of Service, BDL pays for library phone lines for Alganssee, Sherwood and Union Township. There is no reimbursement.
- I checked with Chenoweth Roofing regarding Workman's Comp and they do have it.
- Penal Fines – The penal fine check when we receive it at the end of November will be \$20,088. There was a double payment at the end of October for two months.
 - b. Book Budget Expenditures.
 - c. October, 2001 Statistical Reports.

Circulation Policy:

- a. Revised Registration Policy - no action requested, staff input needed. (More input from Staff.)
- b. "Comments & Suggestions" patron replies.
- c. Suggest that Board formally direct me to review circulations Policies. Cherry moved that the Branch District Library Director investigate all circulation desk procedures and recommend circulation desk policies changes particularly reducing the fines for overdue videos so as to encourage library use while still preserving patron's accountability for materials, seconded by Brown.
Motion carried.

NEW BUSINESS

1. **Proposed 2002 Branch District Library Budget:**
 - Estimated 2002 Income.
 - Summary Estimated Expenditures 2002.
 - Worksheet & Calculations.
2. **Financial Committee: Cherry, Gay, Swanson & Hemphill** (Meeting Wed., Nov. 28th - 6:00 p.m.)
Union Twp Letter: Plan of Service change, (phone service.)

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

No one.

ADJOURNMENT

Brown moved to adjourn, meeting adjourned at 8: 20 P.M.

Submitted by:

Marilyn Ashdown

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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