

DRAFT

10 E. Chicago St - Coldwater, MI 49036

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

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Jack Gay, Vera Hurd, Rosemary Smitley, John Swanson, President.

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Bobbi Brickey, Quincy Library Board; Carole Bolton, CPL Board President; Erica Ewers, Algansee Township Supervisor, Richard Sharland, Consultant; and library staff.

APPROVAL OF AGENDA

Brown moved, seconded by Smitley to approve the Agenda of December 20, 2001, with one addition to the Personnel Committee Report - the Approval of Personnel Policies Manual. Motion carried.

**PUBLIC HEARING ON ADOPTION OF THE 2002
BRANCH DISTRICT LIBRARY SYSTEM BUDGET.**

Open for comments.

Closed.

Brown moved, seconded by Gay to approve the 2002 Budget. Motion carried.

BRIEF PUBLIC COMMENTS

No comments at this time.

BRUCE REARICK PRESENTATION

Bruce Rearick couldn't attend the meeting but his fund raiser sheet was passed out.

APPROVAL OF MINUTES

Under Pending Business Coldwater: should be corrected to November not December.

Need to report under Technology Committee Report that the library is doing something on Children's Internet #6 - The automation librarian is continuing to investigate Internet filers so we can comply with the Children's Internet Protection Act. Under Union City Report: The table has been approved. Sherwood Report: Refreshments were supplied by Harding's not Hardees.

Cherry moved, seconded by Brown minutes be approved as amended. Motion carried.

CORRESPONDENCE

☒ Audio Craft Publishing Inc. Will be paid for by Friends of the Library. No action by BDLS Board.

FINANCES

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

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Carole Bolton, reported.
 - The Holbrook Heritage Room received 48 shares of Century Bank Stock in memory of Gerald E. Kleindinst from his daughter, Gerry Kleindinst Veeder of Denton, TX. Michael Church a volunteer was especially helpful. This is in recognition for Michael's help.
 - Heritage Room Policy. Because of destruction to property in the Heritage Room, the door will be locked when there is no volunteer on duty. Anyone wishing to enter must contact the reference desk for access to the room.
 - A replacement for Randall Hazlebaker's position is needed.
 - Interviews began last week for a local history librarian for the Heritage Room. Until someone is hired, operation of the room will continue with volunteers.
 - b. **Bronson:** Carol Maddox reported.
 - Original lights of the library are up and in place.
 - New sign is up on Bronson Library showing it is a Carnegie Library.
 - Friends group have ordered a flag pole which will be lighted. Atlas of the world presented by Steve Vear and his wife. Steve Vear and Nick Smith will be donating flags.
 - Disney artist – who lives in Bronson was at the library on December 11th to teach kids how to draw Mickey & Minnie Mouse.
 - Bronson's Women's Club raised \$900.00 for the library.
 - c. **Quincy:** Carol Brown reported.
 - Shelving behind the circulation desk is gone. New shelving will arrive in January.
 - Township/Library Board looking into rail and awning for the handicap entrance.
 - Lisa and the Board appreciated Frank coming over to help out.
 - d. **Union Twp:** Pat Kaniewski reported:
 - Table has arrived and is up.
 - Two Saturday evenings craft hours for 2 hours were held.
 - e. **Sherwood:** Lynnell Eash reported for Rhonda Galvin:
 - Last Tuesday a group of children came to the library and then caroled around town.
 - Storytime session completed.
 - f. **Alganssee:** Lynnell Eash reported:
 - Story hours have been successful. The children made ornaments.
 - Library sign by road was damaged so KCC made a new one.
2. **Building Committee Report:** Did not meet.
3. **Children's Committee Report:** Did not meet.

4. **Personnel Committee Report:**
- Pay increase of 2% for all hourly employees. **Cherry moved that the Personnel Committee's recommendation for a pay increase of 2% for the hourly employees be effective January 1, 2002, seconded by Gay. Motion carried.**
 - Director will review job descriptions.
 - Frank's deferred compensation to increase from \$2800 to \$3420 due to the increase in the cost of hospitalization. (See Personnel Committee Minutes of November 28, 2001.) **Cherry moved for the Board to approve the increased deferred compensation payment for the director effective January 1, 2002, seconded by Brown. Motion carried.**
 - Approval of the Personnel Policy Manual :
 1. P.7 Personnel Leave - Add "is" on p.7 after the word emergency under E.
 2. P.11 - Health Insurance - Paragraph 3 after paid on the date due - eliminate starting with "or not paid on"...
 3. P.13 paragraph 12 - Question is "Is this legal?" Needs to be checked out.
 4. P.17 Probation - paragraph 5 after prior the word "written" should be in there. "Prior" written notification.
 5. P.19 #4 - Check out with legal department at Library of Michigan.
 6. P.19 #5 - Add "to the Personnel Committee and to the Board."
 7. P.6 Letter K - Part two - strike out three (3) months and put in one (1) year. **Cherry moved for change accepting employment from 3 months to 1 year, seconded by Gay. Motion carried.**
(Cherry recommends Frank to get a County Employee's Contract. See how they are worded. Ask Duke Anderson.) No vote on Personnel Policy Manual at this time.
5. **Plan of Service Report:** Second reading: P.10 - IX, second paragraph.. Dorothy Cherry will present a new second paragraph for IX Expenditures for Branch Operations.
6. **Technology Committee/Children's Internet Protection Act - Report:** The automation librarian is continuing to investigate Internet filters so the library can comply with the Children's Internet Protection Act.
7. **Director's Report: typed from report:**
- The Friends of BDLS are sponsoring the appearance of Jonathan Rand on Saturday, January 26, 2002 at the Coldwater Public Library. He is a very popular children's author of the series Michigan Chillers. He will be signing copies of his books.
 - Met with Personnel Committee and Finance Committee.
 - Attended Quincy Board meeting. Worked two hours at Quincy to cover desk while Renee did story hour. Lisa Wood's, Branch Manager, father died.
 - Had staff meeting with management team. Set up every Wednesday at 10:30 A.M. for staff meeting with branch managers and professional staff. Evaluate after six months to see if warranted.
 - Had an enjoyable and profitable lunch with Phyllis Rosenberg, the former director, last Friday. She had an interesting proposal for me. She's going to start a book discussion group with a few of her friends and as part of the membership in the group, once a year each member will give \$100 to BDLS.
 - Dr. Wm Anderson, Head of the Michigan Dept. of History, Arts, and Libraries, and Nancy Robertson, Rare Book Librarian at the Library of Michigan (LOM), came down to look at our local history collection. The Rare Book Room at LOM is opening soon and we have duplicate copies of local history items which I thought would be an asset to the Rare Book Room. I am coordinating with the CPL Board who has reservations about giving duplicate copies; their disposition is to sell any copies. Will work further with both parties and follow the lead of the CPL Board.
 - I am investigating setting up an endowment fund for BDLS. Quincy Library Foundation is making about 7% on their investments through National City. Their foundation is independent of the library and has a board composed of library board members and the branch manager. As you all know, BDLS is fairly limited in its investments by State Law.
 - Richard Boss, ISCI, (Computer Consultant), has made an estimate of \$115,000 to upgrade the current Galaxy System. The CIP has \$102,400 in 2002 for a computer upgrade.
 - I am investigating various accounting systems by talking to vendors, other librarians in similarly sized libraries, and Rumsey & Watkins. Some of the prices are over \$5000. Benton Harbor Library (\$750,000 budget) has a secretary/bookkeeper.
 - The automatic door openers should be installed by the time of the Board meeting, however, no electrician is available until late January or February. We sent out requests for service to all electricians listed in the yellow pages and only two responded, one to tell us he couldn't do it and Jepsens.
 - The Swallow's Nest audio books have been received and are in processing. No problems experienced.

- As of Dec. 19, 2001 I Have completed six months, the probationary period, at Branch District Library System. The Board needs to take action regarding my probationary period and authorize the issuance of a check for the ICMA-Retirement Account in the amount of \$2,856.83 if I have satisfactorily completed the six month probationary period. The check is dated Dec. 21, 2001. To refresh the Board's memory, that is one-half (\$1000) director's IRA and one half the yearly cost of medical insurance based on the old and new Blue Cross/Blue Shield rates. From this point forward, it will be deducted on a per pay period basis.
- The local history position was advertised in several newspapers in the region and we have received six inquiries regarding the position, two of whom appear to meet the academic qualifications.
- Penal Fines – Met with Judge Coyle last week. Went over to make an appointment and he wasn't busy, so he took me right in and we spent about 30-45 minutes discussing penal fines. He was extremely gracious and helpful. He feels that the I-69 construction and the Sept. 11th events adversely impacted the collection of penal fines. For 2002 he believes that \$218,000 is an achievable figure for penal fines. This is in addition to Allen Township penal fines.

Action items:

- a. Director's six month probation – **Gay moved that the director be removed from probation and authorize his ICMA Retirement contribution, seconded by Smitley. Motion carried.**
- b. Circulation Policy/ fines & fees: **Smitley moved, seconded by Ashdown to adopt the circulation/fines/fees schedule. Motion carried.**
- c. Proposed Holbrook Room & Local History Policy – to be reviewed until City Board acts on it.
- d. Rescind: **The policies listed related to circulation be rescinded, moved by Cherry, seconded by Smitley. Motion carried.**
- e. Retired computers donated to Branch County Senior Center & Commission on Aging. **Smitley moved, seconded by Brown. Motion carried.**
- f. Director's Goals & Objectives accepted a sin informative item.
- g. Tuition Loan Agreement – tabled until the Board has more information.

NEW BUSINESS

- 1. Rumsey & Watkins letter of engagement for the 2001 audit and 2002 monthly services. **Hurd moved, seconded by Cherry that the yearly audit and monthly services presently done by Rumsey & Watkins, be placed for bids by other accounting firms in June of 2002 for 2003 audit and monthly services. Motion carried.**
Cherry moved the Rumsey & Watkins letter of engagement for the 2001 audit and 2002 monthly services for \$12,780.00 be approved, Brown seconded. Motion carried.
- 2. Rumsey & Watkins annual audit – **Cherry moved to accept Rumsey & Watkins bid of not to exceed \$4,605.00, seconded by Gay. Motion carried.**

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

No one.

DRAFT

ADJOURNMENT

Meeting adjourned at 8:15 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 .