

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
February 19, 2002
6:00 P.M.**

DRAFT

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Gayle Clover, John Swanson, President.

ABSENT FOR ROLL CALL

Dorothy Cherry (excused), Jack Gay (excused), Rosemary Smitley (excused).

ALSO PRESENT

Carole Bolton, CPL Board Representative; Bobbie Brickey, Quincy; Frank Hemphill, Director; Barb Riegel, Richard Sharland, Board Consultant; Bonita Shilling, Algansee; Pattie Walter, Union.

SEATING OF NEW LIBRARY BOARD MEMBER

Gayle Clover

Welcome to the Board!

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda of February 19, 2002 with removal of presentation by Dave Rumsey. Motion carried.

BRIEF PUBLIC COMMENTS

Nothing at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Ashdown to approve the minutes of January 15, 2002. Motion carried.

CORRESPONDENCE

Nothing at this time.

FINANCES

1. **Approval of Bills:** **Brown moved to approve the bills as submitted, seconded by Ashdown. Motion carried.**
2. **Financial Statement:** **Brown moved to accept the January Financial Statement, seconded by Ashdown. Motion carried.**
3. **Penal Fine Chart:** Discussed. Hemphill reported that the weigh station in Coldwater should be open in about 6 – 8 weeks.

PENDING BUSINESS

1.

Reports from Central & Branch Liaisons:

- a. Coldwater: Carole Bolton reported: from February 11th meeting.
- Michael Renshaw to replace term of Randall Hazlebaker.
 - Holbrook Heritage Room & Local History Policy – approved by Coldwater Board, will be brought to the BDLS Board's attention. Voting on this policy was tabled until March meeting.
 - Heritage Room Visitors: 50 visitors in December, 89 in January.
 - Eight duplicated copies of books now in the Holbrook Heritage Room have been donated to the Library of Michigan Rare Book Room.
 - Name tags have been purchased for volunteers,. There are 6 volunteers in the Holbrook Heritage Room.

**Maureen is doing inventory of the Holbrook Room and found a lithograph of the Napimillian Brothers, of Coldwater from the Swann Galleries of New York.

b. Bronson: Gayle Clover reported.

- Patrons are enjoying the Audio Books. (300 audio books purchased.)
- 2001 weeded out 900 books and updating the collection.
- Doing Story Hour now with the pre-school children.
- Working on getting a computer for Carole's work area.
- Wanting a people counter to check how many people visit the library.
- Demo of Scan Pro March 1st at 1:00 p.m. in the library. (Micro film reader – scanning with the computer, can index on the computer.
- Putting in a new 30 foot flag pole.

c. Quincy: Carol Brown reported.

- Circulation has been increasing.
- Story Hour 15- 20 children enjoying Renee's stories.
- Don O'Dell from the prison asked for material to use at the Prison, the Quincy Friends will offer books to the prison after the book sale.
- Township will not be able to install the awning or the handrail at the handicap access since they had a \$50,000 short fall from the state monies.

Bobbie Brickey reported:

- Friends are planning a Open House, May 19th at 2:00 p.m. Quincy Friends of the Library turned 20 and the Newsletter will turn 20 this year.
- Shelving is on-going.
- Starting on the Genealogy section.

d. Union Twp: Patti Walter reported:

- Packed after school.
- Nothing in the collections on Shakespeare. Patti donated a copy for them to keep.

e. Sherwood: Hemphill reported:

- Adjusting hours to include Saturday hours 9:00 – noon . Proposed by Rhonda.

f. Algansee: Bonita Shilling reported:

- Township board really impressed with Lynnell. Numbers keep improving. Township Board has approved an additional 3 hours, making a total of twelve (12) hours, if the BDLS Board is in agreement with the townships request.
- Craft programs are fun.
- Quilting is the next program.

**Hemphill reported that out of the six (6) libraries Algansee ranks third in circulation.

2. Building Committee Report: Did not meet.

3. Children's Committee Report: Did not meet.

4. **Personnel Committee Report:** Minutes of January 18th enclosed.
 - A. Employee Tuition Policy as revised. **Brown moved to adopt the revised Tuition Policy, seconded by Ashdown. Motion carried.**
Brown moved to rescind the Tuition Policy of October 16, 2000, seconded by Ashdown. Motion carried.
 - B. Personnel Manual for Hourly Employees as revised. **Ashdown moved, seconded by Brown to approve the Personnel Manual for Hourly Employees. Motion carried.**

5. **Plan of Service Report:**
 - A. **Brown moved, seconded by Ashdown to approve the Plan of Service for the Branches. Motion carried.**

6. **Technology Committee/Children's Internet Protection Act - Report:** Board reviewed. Continuing to investigate Internet filters so the library can comply with the Children's Internet Protection Act.

7. **Director's Report:** February 2002
 - Staff is in the process of implementing the new fines and fees structure February 1st. The previous fine structure is one of the most consistent complaints about library services; the change should go a long way towards giving the library a more positive image with its patrons.
 - January 26th BDLs had two programs:
 - Coldwater had Jonathon Rand, sponsored by the Friends of BDLs. Rand is the author of a popular children's series, Michigan Thrillers, and is about to start a new series, American Thrillers. He presented an hour long program, exceptionally entertaining, to a group of 50+ adults and children. Several fathers were in attendance with their children.
 - Alganssee did a scrapbook workshop conducted by Jodie Murray, a former employee that drew about nine participants. It cost BDLs about \$40.00 in initial supplies, most of which can be used at other locations. Of the participants two had not used the library before.
 - During my tenure here I will emphasize programming for adults. Children's programs are very well established and drawing in children. We are talking about round robin the adult programs through the various branches. Lynnell has one adult program per month through June.
 - Financials – I have talked to Ren Graypie at Marshall Public Library about their accounting and bookkeeping practices. Marshall does everything in-house for a \$530,00+ budget. His associate director developed and runs the accounting and bookkeeping system; she has a Masters Degree in archives and local history. I wrote a letter to Duke Anderson, exploring the possibility of the County taking over our financials. He has talked to the Finance Committee of the Commission and the Treasurer and both are *willing* to explore the possibilities. Our internal and external costs are about \$31,000 per year, excluding the audit. My concerns are (1) R&W have really helped the Board meet its fiduciary responsibilities, 2) finding the right person to fill a bookkeeping position, and 3) whether or not my successor will have financial oversight abilities and capabilities. Against those concerns, I intuitively believe there is a less expensive method or process to provide financials for BDLs. I will continue to investigate unless *directed otherwise by the Board.*
 - The 2001/2002 PUBLIC LIBRARY REPORT/STATE AID APPLICATION has been successfully submitted to the Library of Michigan. It was very gratifying to see the flashback on the screen when I submitted the report – “Congratulation, State Aid Report successfully submitted.” It was hard work...
 - You'll notice a \$30.00 bill from Chicago Pike Flowers. Sent them to the security officer at Southern Michigan Bank for her advice on stopping a recurring theft at the library. It worked! One of the cleaning people was stealing from the cash register so we set up a trap. She was arrested and charged with felony from a building.. The cleaning service is making restitution of \$350.00 to the Library.
 - Rhonda Galvin, Sherwood Branch Clerk, suggested a change in hours of operation for Sherwood which I approved. Hours on Tuesday and Thursday were cut back by three (3) hours to 3:00 – 5:00 p.m. and Saturday hours were added, 9:00 a.m. – noon. Total hours open remains the same, but at more convenient time for patrons.
 - Sending six (6) people to a workshop in Mt. Pleasant on “Migrating To A New Computer System.” Probably will cost about \$600. for the six, but well worth it. (Monday, March 4th)

DRAFT

Action Item:

- A. Requesting a meeting of Personnel Committee to discuss:
- Research on tuition reimbursement for Masters Degree & MLS Programs .
 - Job descriptions.
 - Employee evaluations completed:
 - Wage increases for salaried employees?

Personnel Committee Meeting scheduled for Thursday, February 28th at 2:00 p.m.

- B. The Board granted me five (5) days professional time to attend the Public Library Association Conference (March 12 – 16, 2002) and inform them of the registrations costs - \$185 – at the next meeting. Conference meals are an additional \$80.00.
- C. Director's Goals & Objectives Statement, Discussion and adoption requested. **Tabled until March.**

Information Items:

- A. The final balance of the book budget, according to the Library's record, is \$3,132. This figure may or may not coincide with the auditors 2001 Financial Audit
- B. Comments & Suggestion cards from the six (6) branches. Comments are not separated by branch; do you want us to do that or as presented?
- C. Friends of BDLS Minutes, 11/13/01 & 01/08/02.
- D. Copy of BDLS' Emergency Closing Policy.
- E. Request for guidance from the Board regarding Capital improvements for Sherwood:
- New Carpeting.
 - Electric Typewriter
 - Adjustable shelving for outside walls
 - New library/village sign
 - New drop box or redo the ratty one.

What has been the past practice? **Board members discussed at length that it was always the practice to have branches bring to the Board estimates and the Board would make the decision.**

NEW BUSINESS

1. Erica Ewers, Algonsee Township Supervisor: 2002 Amendment to the Plan of Service Agreement to increase the hours from nine (9) to twelve (12) at the Algonsee Library. The Board discussed how Lynnell's hours would be filled at Central. **Brown moved, seconded by Ashdown to accept the Amendment to the Plan of Service Agreement. Motion carried.**

INFORMATIONAL ITEMS

1. Pin & key chains for National Library/Volunteer Week , April 14 - 20, 2002. (Discussed)

EXTENDED PUBLIC COMMENTS

No one.

ADJOURNMENT

Meeting adjourned at 7:25 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 .