

10 E. Chicago St - Coldwater, MI 49036

**DRAFT**

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
*Central Library Meeting Room***

**March 19, 2002  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Gayle Clover, Jack Gay, John Swanson, President.

**ABSENT FOR ROLL CALL**

Rosemary Smitley (excused).

\*Note: Dorothy Cherry asked to be excused from April 16<sup>th</sup>, Board Meeting.

**ALSO PRESENT**

Bobbie Brickey, Quincy; Dave Rumsey, Rumsey & Watkins, P.C.; Richard Sharland, Board Consultant; Pattie Walter, Union; Pat Watson, CPL Board Representative; & Library Staff.

**APPROVAL OF AGENDA**

**Ashdown moved, seconded by Brown to approve the Agenda of March 19, 2002. Motion carried.**

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

**Brown moved, seconded by Ashdown to approve the minutes of February 19, 2002. Motion carried.**

**CORRESPONDENCE**

None.

**DAVID RUMSEY, PRESENTATION**  
**December 31, 2001 Tax Audit**  
**Rumsey & Watkins, P.C.**

**DRAFT**

Mr. Rumsey reviewed the highlights of the December 31, 2001 audit. Discussed.

Following items to comment on further:

**Governmental Accounting Standards:** The Governmental Accounting Standards Board has recently issued Statement No. 34 Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments. Governments with less than \$10 million in revenues will apply this Statement for periods beginning after June 15, 2003. This Statement will change the financial statement presentation for the Library and require written management discussions to be included within the financial statements. Although this appears to be in the distant future, we believe it is important that the Library develop a plan for the implementation of the new financial statement requirements.

Also, **Investment Rates:** With investment rates for money market accounts and certificates of deposit at almost all time lows, consideration should be given to the following:

1. Paying off the note with Southern Michigan Bank & Trust, which is at an interest rate of 4.75% and/or;
2. Purchasing of a Treasury Bill or investing into a liquid bond fund for excess cash.

If alternative investments are used, careful review of the investments must be done to determine if they meet the State of Michigan guidelines for investments by a governmental unit.

Rumsey and Watkins would be glad to discuss any of these matters further with the Board and assist in the implementation.

Pleased to be your auditor’s.  
Rumsey & Watkins, P.C.

**Cherry moved, seconded by Gay to accept the Annual Audit Report of December 31, 2001 as presented by David Rumsey, Rumsey & Watkins, P.C. Motion carried.**

**FINANCES**

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

**PENDING BUSINESS**

1. **Reports from Central & Branch Liaisons:**
  - a. **Coldwater:** Pat Watson reported:
    - Nancy Branch is retiring from the Board in May. Ordering a Large Print book something she requested.
    - Started to look for a replacement for Nancy. Several names submitted.
    - Volunteer Recognition Luncheon – Monday, April 22<sup>nd</sup>. CPL will provide the sheet cake, BDLS Board will be asked to donate centerpieces, library staff will provide the food.
    - 64 visitors to the Holbrook Room in March from Texas, Indiana and Ohio.
    - Mailed in reference search was from California, Connecticut, Nebraska, Wisconsin and Massachusetts.
    - Name tags have arrived and volunteers are urged to wear them.

- Two Mormon missionaries have generously volunteered their time, and are currently working to transcribe the collection of invaluable oral histories.
- Maureen is checking on a new vendor to microfilm the newspapers.

**Marilyn Ashdown reported:**

Coldwater Board asked me to inquire of the BDLS Board to supply a floral centerpiece for the luncheon for the volunteer's which would cost between \$25 - \$30. CPL Board will be supplying the cake, library staff will provide the food. For support of the Volunteer's, I said I would inquire.

**Brown moved, seconded by Cherry moved to order the centerpiece(s.) Motion carried.**

a. Adoption of the Holbrook Room & Local History Policy: **Cherry moved that the Holbrook Room & Local History Policy already approved by the Coldwater Public Library Board be approved by BDLS Board, seconded by Ashdown. Motion carried.**

**b. Bronson: Gayle Clover reported:**

- To help celebrate Reading Month, Tuesday - Thursday, March 12 - 14 we had 250 students from Anderson Elementary School (K- 2.)
- Was introduced to the librarian and read a story while there.
- The children are trying to read 3000 books in order to put their principal (Chicago Street School) in the Dog House. They get little bones.
- Chicago Street students came in during their media class. Mrs. Rebecca Parks challenged them with a library scavenger hunt, students were to find books in different parts of the library to teach them what is available.
- March 19<sup>th</sup> Bronson had their book sale, in the basement of the library. Moved a lot of books out.
- Display case of model jets. Jets are displayed that are being used in Afghanistan, and the cost of the jets.

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

- March 22<sup>nd</sup> story hour will be an Easter party.
- Patrons are very pleased with the new fines policy.
- Reference area finally organized and settled.
- Reorganized the juvenile area.
- Lisa found that the Bronson presentation on microfilming was very informative.
- Circulation of non-fiction since new shelving has increased.

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

- Sandy's husband has been ill, had surgery, and back home.
- Sandy gave three Story Hours this month. Spent a lot of time & effort preparing, she does a good job, (6 children, 12 children & 12 children attended.) Changed it to Saturday morning and increased age level. This made a difference.
- I attended and participated in a Parent Fair that was held at the Middle School in Union City. Had a book display and gave out bookmarks. I offered a survey, with 30 people completing it.
- On vacation last month, so I couldn't attend the Board meeting.
- Nothing in the collections on Shakespeare. Pattie donated a copy to the library.
- Board may be hearing a request for evening hours.
- Making plans for Library Week, April 14 - 20.

**e. Sherwood: Rhonda Galvin reported:**

- February and March I have been working on getting sponsors for the Summer Reading Program.
- Arranging library activities: such as different classes (basket making, scrap booking.)
- Talked with the Village Officers on some capital improvements for the library and they agreed to put \$1,000 towards the improvements. Library/Village Combination sign, carpeting, drop box, typewriter and shelving.
- During February I served coffee and cookies, drinks (non-alcoholic) - don't think I will do it again, too clumsy with the drinks.
- Carolyn Robbins who used to be the Librarian for Sherwood has been coming in to help shelve books and read to the children and very glad to help and be a part of the library.
- Still working on the Friends of the Library group meeting, one scheduled for last evening but it had to be changed due to people's scheduling, unable to attend.
- And, I'm looking forward to Spring!

DRAFT

f. **Algansee: Lynnell Eash reported:**

- March is reading month. We started our reading pages. Last year I challenged the people in the area to see how many pages they could read during the month. Last year read 36,804, so far this month 20,626 pages, half-way there.
- Finished up our Winter Reading Club, for the pre-school kids. Ended up with 67 kids.
- Quilting Workshop fourteen (14) people signed up. Three new people that never been to the library.
- Second American Girl's Club. Brought in two more new people that never been to the library.
- Talked to Lakeland School about the Summer Reading Program. Working with Lisa Wood, and Jeanne Berg. Will be setting up appointments with Jennings and Reading School to discuss the Summer Reading Program.
- Wednesday, March 10<sup>th</sup> we had a pre-school Story Time.
- Saturday, is a Barbie Story Time. See if the boy's show up for this one! Only requirement you have to bring a Barbie – fully dressed!
- National Library Week our Friends Group is sponsoring a Bat Program, others are contributing to the program. Bat Conservatory will be putting on a Bat Program with live bats. Unfortunately it is the same night as the April Board Meeting. Township Board approved us to use the Township Hall.
- April 12<sup>th</sup> is a workshop on "Herbs."

2. **Building Committee Report:** Did not meet.

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

4. **Personnel Committee Report:** February 28, 2002

a. Recommend 2% salary increase for all salaried personnel, except the Director: **Ashdown moved to approve the 2% salary increase for all salaried personnel effective January 1<sup>st</sup>, seconded by Brown. Motion carried.**

b. Tuition Grant Policy for Masters Degree in librarianship or information science: **Tabled – April Board Mtg.**

5. **Plan of Service Report:**

a. Addendum to Plan of Service, Algansee Township (file copy.)

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

7. **Director's:**

a. **Narrative Report, March 11, 2002:**

- Maybe I was a bit too flippant in my answer to your concerns about library cash. The procedure is the cash tray from the register is placed in the dumbwaiter and sent between floors, turned off, and the switch box padlocked.
- Just a reminder that I will be at the Public Library Association conference March 12 – 17, 2002. I will be taking off Monday, March 18<sup>th</sup> to catch up on personal business.
- The Request for Proposal (RFP) to replace the GALAXY library automation system went out in late February; proposals are due back from the vendors April 19, 2002. I would like to move as quickly as possible to install the new system. The Consultant, Dick Boss, estimated Branch's cost at \$122,000.
- Does the Board wish to reimburse me for the registration fee? There seemed to be a sentiment on the part of some Board members, yet no action was taken. As stated earlier, I am picking up the tab for this conference. **Cherry moved, seconded by Gay to reimburse Frank \$185.00 registration fee for the Public Library Association Conference. Motion carried.**

b. **Statistical Report, February 2002:** Discussed.

c. **Book Expenditure Report, February 2002:** Discussed.

d. **Capital Expenditure Report, January 31, 2002:** Cherry noted that this report should be going out to all the township supervisors and branches. Branches are to submit to Frank their "wish list with quotes."

DRAFT

**1. Recommendation on unpaid staff time:** Tabled

**Information Items:**

- a. Comments & Suggestions cards from the six branches. None for this month.

**NEW BUSINESS**

**LABOR GRIEVANCE HEARING**

Linda Tuck is appealing her termination by the Director of the Branch District Library System and requested a closed session.

**Motion by Brown to enter into closed session, seconded by Clover. Motion carried.**

**Roll Call Vote to open Labor Grievance Hearing: 4 Ayes 0 Nays 3 Absent  
Closed Session 7:00 – 7:55.**

8:00 P.M. re-opened regular BDLS Board Mtg.

**INFORMATIONAL ITEMS**

1. Hemphill recommended attendance of a workshop by one or more board members in May. Information regarding workshop was distributed to board members.
2. Work will begin on roof and gutters, to be paid out of operating budget at an estimated cost of \$4,500.00.

**EXTENDED PUBLIC COMMENTS**

1. Quincy patrons are pleased with the new non-fiction shelves. Allows for easy access and there has been an increase in circulation.

**ADJOURNMENT**

Meeting adjourned at 8:05 p.m.

Respectfully submitted:



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 or FAX (517) 279-7134.