

10 E. Chicago St. – Coldwater, MI 49036

DRAFT

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

**May 21, 2002
6:00 P.M.**

PRESENT FOR ROLL CALL

Carol Brown, Dorothy Cherry, Jack Gay, John Swanson, President.

ABSENT FOR ROLL CALL

Marilyn Ashdown, (excused); Gayle Clover (excused.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Bobbie Brickey, Quincy Library Board; Richard Sharland, BDLS Board Consultant; Carole Bolton, CPL Board Representative; Jeff Dean, Dean Insurance; Adam Hollingsworth & Library Staff.

APPROVAL OF AGENDA

Brown moved, seconded by Gay to approve the Agenda of May 21, 2002, as amended with the four additions to New Business: 1. Verification of Linda Tuck's illness time; 2. Attorney Charles Lillis letter; 3. Information on Child Pornography Prevention Act; 4. Bronson Report submitted by: Gayle Clover also to excuse her from this evenings Board Meeting. Motion carried.

BRIEF PUBLIC COMMENTS

Pat from Union Twp. Library introduced Adam Hollingsworth as a perspective chairperson for Union Twp. Library.

APPROVAL OF MINUTES

Brown moved, seconded by Gay to approve the minutes of April 16, 2002. Motion carried.
Brown moved, seconded by Cherry to approve the "Special" Board minutes of May 7, 2002 with one correction on the vote 4 Ayes, 1 Abstain should read 4 Ayes, 1 Nay, 1 Absent. Motion carried.

PRESENTATION

Jeff Dean, Dean Insurance Agency

Re: Employment Practices Liability Coverage

Employment Practices Liability application, a copy of BDLS employment application, and a copy of your Personnel Policies Manual and sexual harassment policy was forwarded and reviewed by Cincinnati Insurance Company. They have offered to add the Employment Practices Liability coverage endorsement to your Directors and Officers Liability Policy at this time as presented - \$1,000,000. Limit (shared with the D & O Policy Limit), subject to a \$2,500.00 Deductible, 0%co-payment, Annual premium of \$500.00 (minimum premium.)

Cherry moved, seconded by Gay to renew the policy for the 3rd year (June 7th) as provided and with the additional \$500.00 a year for Employment Practices Liability as described effective May 21, 2002. Motion carried.

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CORRESPONDENCE

- Nothing at this time.

FINANCES

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

PENDING BUSINESS

- Linda Tuck's Grievance: Discussed at length. **"Special" Board meeting June 6, 2002 (Thursday) @ 6:00 p.m.** All Board members to be in attendance and Linda Tuck to be contacted to be at the "Special" Board Meeting.

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

a. Coldwater: Carole Bolton reported:

- Walt Lane has agreed to be on the CPL Board.
- 3rd floor hallway paintings: Display in new City Hall building, antique/dealers maybe contacted for appraisal of worth, or find placement in this building.
- Nancy Branch's last meeting was in May.
- Frank is doing interviews for our vacant position in the Heritage Room.

b. Bronson: Gayle Clover report (submitted):

- Flagpole is up. The American flag we have has flown over the White House. The Michigan flag was flown over the State Capitol. We have certificates for each flag stating this. We are waiting to have lighting installed that will light both the flag the historical marker. We are hoping for a July 4th dedication.
- Carpet was cleaned this last Saturday.
- Working on finalizing plans for Summer Reading Program. There are three banks in Bronson each donating a \$50.00 bond as a final prize for our Summer Reading Program.
- Electrician Dan Ludwick strongly suggested we change all the florescent bulbs in the library. Because some of the bulbs are starting to burn out on the ends, we are not getting the full light we need. This is also very hard on the fixtures. There are 132 bulbs total and he estimated a cost of \$264.00
- Bronson Public Library needs authorization to close on Saturday, July 20th because Polish Festival carnival will be in city parking lot that is behind the library. Personnel uses other time, or makes up time.

Gay moved, seconded by Cherry for the Bronson Public Library to be closed Saturday, July 20th for Polish Festival. Motion carried.

c. **Quincy: Jane Baldwin reported:**

- Lisa spent three days at Jennings Elementary School during Kindergarten Round-up, at which time over 30 parents registered themselves or their children for library cards.
- Lisa will be going into Jennings this week on three different days (along with Lynnell Eash from Algansee) to speak to every classroom (every 15 minutes) about the Summer Reading Program.
- The Friends of the Library hosted an Open House Sunday, May 19th from 2:00 – 4:00, in order to celebrate their 20th Anniversary. There were approximately 30 people in attendance.
- Mayor Exchange Day will take place Wednesday, May 22nd at 2:45 p.m. in the Quincy Branch Library.
- Lisa would like to extend her belated THANKS to the Board for their support of two recent workshops, which she was able to attend. March 4th, she was able to attend the Michigan Library Association Automation Systems Workshop at Central Michigan University, and most recent on April 17th, a Spring Institute in Battle Creek. This Spring Institute was very informative and enjoyable!
- The new microfilm scanner/printer is installed with training completed by Renee and Lisa. The public is already using this new piece of equipment. There are many researchers in the Quincy area.
- No Comments and/or Suggestions Cards – will have the Quincy stamp.

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

- Forty young people in for a tour last week, parents also signed up for library cards.
- 1st and 3rd Saturday to establish a Story Time and Craft Time.
- Summer Reading Program will begin with pre-registration June 14th & 15th. The program will run from June 18th - July 20th.
- The Library is now open until 7:00 p.m. on Wednesdays.

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

- May 14th : A basket weaving class with 6 people. Refreshments were served.
- New typewriter - really like it.
- New library sign in place.
- Summer Reading Program will be starting up June 11th to July 30th. Kids signing up already.
- Several of local merchants (Union City & Sherwood) donating prizes.
- Drawing on Thursday for Blue Lion. Children have put in different names for the lion. He was donated to the library.
- Friends of the Library meeting in April, five (5) people in attendance. One member made up a newsletter for our library happenings which was distributed throughout the community. A lot of good ideas were brought up. Next Friends meeting scheduled for the end of May.

f. **Algansee: Frank Hemphill reported:**

- Library opened until 6:00 p.m.

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

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

4. **Personnel Committee:**

a. Tuition Grant Policy for Master Degree in librarianship or information science. Discussed in length by the Board. **Tabled until June Board Meeting.**

5. **Plan of Service Committee:** Did not meet.

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

Handout material received from the ALA Office on Child Pornography Prevention ACT, or CPPA; Child Online Protection Act, or COPA.)

- 7. **Director's Report:**

- A. **Narrative Report – May 2002:**

- Union Twp Library's hours have been adjusted so that the library is open on Wednesday until 7:00 p.m.
- Algansee Township Library's hours have been increased effective May 1st according to the contract with the Township approved in March. The library will be open an additional twelve (12) hours per week.
- A new sign has been ordered for Sherwood Library which reads:

*Sherwood Village Hall
Library
Branch District Library System*

- I've talked to Township Representatives Loretta Tenney & Leo Smurr and cleared the signage with them. The Township will pick up half the cost to \$500.00. It should run about \$275.00 plus installation.
- Havel Bros. performs quarterly preventive maintenance inspections on the HVAC units (Heating, Ventilation, Air Conditioning), hoping to discover problems before they become extensive. Havel Bros. has done a good job for the library at no time since I have been here, have we been without heat or air conditioning. Our equipment was installed in 1978 and unless the Board knows otherwise, it is still the same equipment and will progressively cost more to maintain. Havel Bros. recommends the replacement of: condenser fan motor – motor starting to squeal, two humidifiers, basement furnace, air handler bearing – bearing squealing.

I authorized the replacement of the air handler bearing. The serviceman got into the unit and found that the shaft was scored, much like disk brakes can score the braking system on a car. Replacing the bearings without turning the shaft would be futile. The serviceman, Bill, investigated and found that there was not enough room in the air handling room to pull and replace the shaft. The wall has to be drilled in order to replace the shaft. I agree with his assessment. It appears that when the building was constructed, the air handling unit was placed in the area and then the wall constructed around it. The unit is around five feet wide and the work space is about three feet wide. Havel Bros. is going to get back to me with a firm quote, but they have estimated it in the range of \$3200.00. They'll need to drill through the wall on 2nd floor opposite the Secretary's desk to remove and insert the CUSTOM shaft and replace three bearings.

- The bids have been received on the new automation system and are presently undergoing evaluation by the staff. We are meeting May 15th with representatives from Van Buren District and Monroe County to plan our next step. Preliminary costs on the three systems which the consultant believes meet the criteria of the bid, are:

System	Bid	1st yr Maint.	5 yr Maint.
Gaylord Bros. – Polaris Systems	\$122,976	\$13,097	\$ 74,538
Innovative Interfaces	\$152,334	\$ 1,482	\$107,129
The Library Corp – TLC	\$ 92,097*	no charge	\$ 89,855

As per any bid, the vendors have tried to place their products at their most advantageous pricing. Each has tweaked the specifications so that for me it is difficult to compare oranges to oranges and that is the reason we have hired a consultant. Boss believes that the Innovative Interfaces and TLC bids are the most attractive, but both bids are subject to future negotiations which will address price and functionality. Innovative Interfaces has a higher degree of functionality versus TLC's lower initial cost. The Library has budgeted \$102,200 for automation. I expect to be coming back to you with a recommendation for purchase at the June Board Meeting.

*(TLC's system would require all staff computers to be running Windows 2000. This would require an expensive upgrade process or the purchase of 23 new computers.)

Action Requested:

a. All of the Library's insurance with the Dean Agency comes due June 7, 2002. The policies are with the Cincinnati Insurance Company which has a high rating from Best's, A+. Claims over the past five years:

- One wrongful termination (1997).
- One issue closed, and one slip and fall not closed (1998).

The policies were renewed June 7, 2000 for a three year period with a guaranteed premium; the 6/7/02 is the last year of the guaranteed premium. Some of my peers commented on the substantial increase in insurance policies due to 9/11. Here is a brief recap of our policies with the Dean Agency.

➤ COMMERCIAL UMBRELLA LIABILITY POLICY – CCC436 21 69	
Limits of liability \$1,000,000 each occurrence and aggregate. Covers bodily injury and property damage, personal injury and advertising injury limit, non owned or hired automobiles.	\$400.00
➤ Commerical Insurance Policy – insures the building, the contents of all the libraries, and the electronic data processing with a \$1,000 deductible.	\$7,534.00
➤ Boiler and Machinery Coverage, \$1,000 deductible.	376.00
➤ Director and Officer Liability Policy	<u>\$1,622.00</u>
Total Insurance Premium:	\$9,932.00

The Dean Agency has submitted a proposal to upgrade our Directors & Officers Policy to include "Employment Practices" at a cost of \$500.00.

Employment Practices would cover sexual harassment, wrongful termination, and discrimination allegations and increase the protection for the Board, Administrator, and Staff. Motion on this under Jeff Dean's Presentation.

b. At its December, 2001 meeting the Board passed a resolution "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 service. Motion carried." I would request that the Board rescind that action. One of my objectives is to bring as much of the financial services into the library as possible. To that end Leslie Burrows and I are investigating Pro-Quicken and Peachtree accounting systems. I am reluctant to implement a new accounting system without the safety net of Rumsey & Watkins guidance.

- B. Statistical Report, April, 2002: Discussed.
- C. Book Expenditure Report, April, 2002: Discussed.
- D. Capital Outlay Expenditures, April, 2002: Discussed.

Information Items:

- a. Comments & Suggestions cards: March / April / May

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NEW BUSINESS

- 1. Resolution honoring Rosemary Smitley service on the Board.
Brown moved, seconded by Cherry to adopt the resolution presented to honor Rosemary Smitley for her years of service on the Branch District Library Board. Motion carried.
Roll call vote: 4 ayes 0 nays 2 absents .
- 2. Verification of Linda Tuck's Illness Time: Received doctors and hospital report of date and time Linda was hospitalized at the Fort Wayne hospital. ("Special" Board Meeting scheduled for Thursday - June 6th)
- 3. Attorney Charles Lillis letter: handed out and discussed.
- 4. Bronson Report submitted by Gayle Clover also to excuse her from this evening Board Meeting. (See liaison report.)

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Brown moved to adjourn.
Meeting adjourned at 8:05 p.m.

Respectfully submitted:

Carol Brown
~~Marilyn Ashdown, HDLS Board Secretary~~