

10 E. Chicago St. – Coldwater, MI 49036

DRAFT

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

June 18, 2002  
6:00 P.M.

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Jack Gay, Adam Hollingsworth, John Swanson, President.

**ABSENT FOR ROLL CALL**

Gayle Clover (excused.)

**ALSO PRESENT**

Bobbie Brickey, Quincy Library Board; Erica Ewers, Alganssee Township Supervisor; Frank Hemphill, Library Director; Richard Sharland, BDLS Board Consultant; James Troust, CPL Board Representative; & Library Staff.

**APPROVAL OF AGENDA**

Cherry moved, seconded by Brown to approve the Agenda of June 18, 2002, as amended with the additions to Approval of Minutes (Personnel Committee Minutes of June 13, 2002): under Alganssee Report – purchase air conditioner out of capital reserve. Motion carried.

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

Cherry moved, seconded by Brown to approve the minutes of May 21, 2002 as amended under Director's Report: "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." Correction - there was a major repair in 1998 and Special Board Meeting of June 6<sup>th</sup> be approved. Motion carried.

Correction: Under Brief Public Comments: Adam Hollingsworth as a perspective chairperson should read representative for Union Twp. Library;

Added: Personnel Committee Meeting Minutes of June 13, 2002 – no motion needed.

**CORRESPONDENCE**

- H & C Burnside Senior Center letter of thanks for the generous donation of computers, printers and monitors from the library.

FINANCES

1. Approval of Bills: Brown moved to approve the bills as submitted, seconded by Cherry. Motion carried.
2. Financial Statement: Gay moved to accept the Financial Statement and to review the loan in August when the CD comes due to make the determination if the loan should be paid off or reinvest those funds, seconded by Cherry. Motion carried.
3. Penal Fine Chart: Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

- a. Coldwater: James Troust reported:
  - Election of Board Officers. Carole Bolton, President; James Troust, Vice President & Pat Watson Secretary of the Board.
  - Adopted a resolution honoring Nancy Branch for her service to the board and a Large Print book to be purchased.
  - Financial welfare of the Holbrook Room discussed in length.
  - Heritage Room visitors for April 131, May 103.
  - Nola Baker & Dave Renshaw were hired for the Heritage Room.
  
- b. Bronson: Frank Hemphill reported:
  - Doing very well.
  - Electrician came into the library and said it would cost \$264.00 to replace the light bulbs. Director will send over handy man to replace bulbs. Board instructed that if the handy man doesn't have insurance, to check with City of Bronson they may have an individual to replace the light bulbs.
  - Computer purchase from Global Computers & Barcode Scanner from Barcode Discount Warehouse. Cherry moved, seconded by Brown on the recommendation for the purchase of computer equipment at Bronson for Global Computers \$2,429.00 and a Barcode Scanner \$259.00 from Barcode Discount Warehouse to come out of the Capital Improvement Account. Motion carried.
  
- c. Quincy: Carol Brown reported:
  - Quincy Township did a roof cover over the entrance of the handicap area. Installed a railing. Will install new exit signs and a underground sprinkling system.
  - Quincy Friends of the Library's annual pie sale will be held July 4<sup>th</sup>, 5:00 p.m. at the Union Church in conjunction with their pork chop supper. Parade is at 3:30 p.m. all proceeds from the Friends Pie Sale goes to the Quincy Library, pies are all donated.
  - The Friends Pet Parade for the area children and parents will be held July 5<sup>th</sup> at 2:00 p.m.
  - There were 35 new registrations in May.
  - Summer Reading Program is gearing up after Lisa & Lynnell went to every K-5 classroom passing out some 700 flyers.
  - Library Design Associate Bob Borman is coming to discuss Phase 3 of our shelving.
  - Summer Story Times on Friday at 10:00 a.m.
  
- d. Union Twp: Pat Kaniewski reported:
  - Summer Reading Program: Pre-registration on Friday and Saturday with today as the actual beginning with craft available. Eight-two (82) have signed up.
  - A person has asked about holding a boaters safety class for young people during September and October on Wednesday evenings.
  - Same person would like to start a Chess Club, in the Fall.
  - Wednesday evenings going reasonably well.
  - Community Unlimited Umbrella Organization for Youth. SEEDS is part of it and is bringing a group of children in their care to the library. Another group has called as well, regarding bringing their children in for Summer Reading.
  - Bat Program scheduled for 7/26/02 at 1:00 P.M.

DRAFT

- e. **Sherwood: Frank Hemphill reported:**
- Director worked Saturday, June 15<sup>th</sup>
  - Started their Summer Reading Program.
  - Bat Program scheduled 7/26/01 – 1:00 P.M. three showings in one day (Sherwood, Union Twp. & Bronson.)
- f. **Algansee: Lynnell Eash reported:**
- Held the last two workshops for the year. In May – Roses Workshop six people in attendance and in June did Wreath Making made red, white & blue wreaths five people attendance.
  - May 21<sup>st</sup>, 22<sup>nd</sup> & 23<sup>rd</sup> Lisa and I visited the schools and talked to all the classes and did a short program.
  - Handouts to Lakeland School.
  - Summer Reading Club started on June 12<sup>th</sup> and have 30 kids signed up.
  - Older kids volunteered to come and help with story hour. To come in and read to the younger kids. For the younger kids to reach their goals in reading.
  - Next week the library starts 4 weeks of story time. Wednesday for 3 – 6 year olds, Friday 6 – 12 year old and Thursday at Kinderhook at the Township Hall.
  - Wood family purchased 2 benches for the front porch of the library.
  - Friends will be having their book sale, bake/garage sale Saturday, June 29<sup>th</sup> @ 8:00 – 3:00 p.m. Invited people in the community to sign up for garage sales and will be put on a map for handouts and so far six or seven families have signed up.
  - Air Conditioner for Algansee: **Gav moved, seconded by Brown to purchase an air conditioner out of Capital Reserves in the amount of \$429.00. Motion carried.**
2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:**
- a. **Report by D. Cherry: MLS Tuition Policy** - discussed at length by Board.
  - b. **Report by M. Ashdown: Director's Evaluation** - Personnel Committee reviewed and worksheets handed out for Board Members to look over for changes by July 1<sup>st</sup>. Evaluation to be a Action Item at July 16<sup>th</sup> 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. **Technology Committee Meeting scheduled for Monday, July 1<sup>st</sup> @ 8:30 A.M.**
7. **Director's Report:**
- A. Narrative Report: :**
  - Have removed the BOOKS ONLY sign from the book drop and started the process of covering over the DO NOT RETURN IN BOOK DROP stickers from our video & talking book collections. A memo went out to all staff.
  - **Action Requested:** That the Circulation Policy Statements be modified as follows: TALKING BOOKS AND VIDEOS MAY BE RETURNED AT ANY BDLs BOOK DROP.
  - Kellogg Community College has given ninety day notice that it will withdraw from the library service agreement. State Funding for 2002-2003 provides no increase for community college funding. The agreement has been in effect since 1994 and provided over \$23,000 for collection development for Branch District Library. BDLs' budget will be adjusted to reflect the change in funding. The final billing for services went out June 6<sup>th</sup>.

DRAFT

- Heritage Room position:  
 Budget: 20 hours per week @\$13.50/hr \$270 pd by CPL endowment.  
 Total hours available – 27 Rate per hour: para-professional \$9.91 Budget \$267.

**Hire Nola Baker** 15 hours Heritage Room 7 hrs. Kids Place  
 BDLS employee since 1997. Working on Genealogy Certification. Nola has a medical need which requires 6-7 weeks off.

**Hire Dave Renshaw** 12 hours Heritage Room  
 A noted local historian with deep roots in the community. Renshaw would work the full 27 hours until Ms Baker’s recovery is complete.

- **A reminder, I will be on vacation beginning Friday, June 21<sup>st</sup> through Friday, June 28<sup>th</sup>.**
- Leslie Burrows and I, along with Bruce Guy, have investigated several accounting systems for BDLS and have narrowed it down to two systems – Pro-Quicken and Peachtree.

**Quicken** – is supported by Rumsey & Watkins with one staff member devoted to servicing their Quicken accounts. The Quicken accounting system may not be able to support the financial activity that administering this library generates. In the interview with the Rumsey bookkeeper, she alluded to constraints. It was very vague and not specific; it made me uncomfortable; like at some point financials might exceed the capacity of the system. Purchasing the software would be under \$200. However, the big expense is Rumsey & Watkins at \$75 per hour for training and consultation.

Software	\$200
Consulting @ 10 hrs	\$750

**Peachtree** – software costs about \$300, however, because we are a small operation the company does not offer any consulting services – the representative on the east side of the State said it wasn’t worth their time. Peachtree is used by Macomb-Clinton Library, a \$3 million operation, and Marshall Public Library, about a \$600,000 operation. Leslie, Bruce & I each spent time at Marshall going over the system and all three of us came away impressed with its ease of operation. Each of us took an invoice though the whole process, from journal entry through writing the check. Marsha Evans, the bookkeeper, would be willing to consult with us on installing the system at an hourly rate of \$20.

Software	\$300
Consulting @ 10 hrs	\$200

Shall I move ahead with this project?

**Brown moved to go ahead with Peachtree and putting it into operation along with Rumsey & Watkins and review at the end of the year to see if the Board wants to stay with it.. No support for the motion will stick with Rumsey & Watkins.**

- **An aside:** In the check register in your packet, all of the information, except the check number, is compiled by Leslie and then sent over to Rumsey & Watkins. They write the checks, enter the check number on Leslie’s list, and send it back over to the library.
- **The Request for Audit Proposal Bids were sent out to the Board for input.** Corrections have been made and it will be sent out the week of June 15<sup>th</sup> with replies on July 16<sup>th</sup> in time for the Board Meeting.

- B. **New Borrowers by Township & City:** Discussed.
- C. **New Materials Added:** Discussed.
- D. **Statistical Report:** Discussed.
- E. **Capital Expenditures:** Discussed.

DRAFT

**ACTION ITEMS:**

8. **Revision of Circulation Policy:** Brown moved to accept the Talking Books and Videos may be returned at any BDLS Book Drop Policy, seconded by Ashdown. Motion carried.
9. **Automation System:** Cherry moved to approve the purchase of the TLC - Library Cooperation new library automation system with MUSE (\$97,900), seconded by Brown. Motion carried.

**NEW BUSINESS**

1. **Draft letter for support of the LINK MICHIGAN telecommunications act.** Bruce will talk about the LINK MICHIGAN project. Bruce reported to the Board. Cherry moved to approve the proposed letter and insert \$500.00 in support of the project seconded by Hollingsworth. Motion carried.
2. **Review Internet Access Policy in light of the recent legal decisions – CIPA.** Technology Committee Meeting scheduled for Monday, July 1, 2002 @ 8:30 A.M.

**INFORMATIONAL ITEMS**

Nothing at this time.

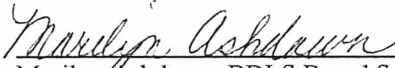
**EXTENDED PUBLIC COMMENTS**

None.

**ADJOURNMENT**

Cherry moved to adjourn.  
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.