

10 E. Chicago St. – Coldwater, MI 49036

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

**July 16, 2002
6:00 P.M.**

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin & Bobbie Brickey, Quincy Library Board; Frank Hemphill, Library Director; Richard Sharland, BDLS Board Consultant; & Library Staff.

APPROVAL OF AGENDA

Brown moved, seconded by Gay to approve the Agenda of July 16, 2002, as amended with the additions to Personnel Committee: Adoption of the Director's Evaluation Form; under Director's Report: Results of Audit Proposals Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Cherry moved, seconded by Brown to approve the minutes of June 18, 2002 as amended with two corrections; under Director's Report motion supporting Peachtree should read "No support for the motion – omit words (will stick with Rumsey & Watkins.)"

Under Sherwood: Bat Program schedule 3:00 p.m. instead of 1:00 p.m. Motion carried.

CORRESPONDENCE

- Michigan Tax Tribunal – Tax abatements. (June 26, 2002) - No action needed.
- Southern Michigan Bank & Trust (July 2, 2002) – discussed.
- Dean Insurance (July 8, 2002) **Cherry moved to authorize John to sign the Statement of Values with clarification of what 90% Coinsurance means on the page marked Statement of Values, seconded by Brown. Motion carried.**

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FINANCES

1. Approval of Bills: **Gay 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

1. Reports from Central and Branch Liaisons:

a. Coldwater: Hemphill reported:

- Board members are covered by the City of Coldwater Errors and Omissions Insurance.
- David Renshaw & Nola Baker will be sharing 27 hours a week of work in the Holbrook Heritage Room. Nola is on a Health Leave of Absence, and David will work the full 27 hours per week at this time.
- Frank is investigating the possibility and feasibility of a Library Community Foundation to earn a better interest rate.

b. Bronson: Gayle Clover reported:

- Tuck pointing on building has started.
- Furnace reworking air condition & heating for efficiency.
- Flag dedication ceremony will be on Sept. 11th. Large ceremony. Everyone invited.
- 110 children signed up for Summer Reading Program 40 have finished. The program runs for two more weeks.
- The bat conservation program will be on Friday, July 26th at 10:00 a.m.
- Prizes for children that completed the Summer Reading Programs will be awarded after the Bat Program. Some prizes have been donated locally. Three banks in Bronson are each donating a \$50.00 bond. Friends are donating a book for each child that has finished the program. There is a very active Park Program and the Bronson Youth Center and Summer Bible Programs going on in area churches, we have a lot of compition of our Reading Program.
- 2 new flat screen computers for library use.
- Rewiring downstairs of library. Landscaping and lighting of the flag should be completed soon.

c. Quincy: Carol Brown reported:

- Irrigation estimates.
- Phase 3 shelving estimates.
- Pet Parade was July 5th great success, less than 20 pets.
- Summer Reading this Thursday. 100 children signed up, 60 expected at party; yard games and refreshments.
- Summer Story Times (June & July on Fridays.)
- Pie sale was successful made over \$520.00.

d. Union Twp: Pat Kaniewski reported:

- Summer Reading ends Friday, with picnic on Saturday 7/20 at 1:00 p.m. at the local park.
- We've been asked to support "America Goes Back to School" by having a box in the library for donations of school supplies and a money canister.
- A boating safety course is scheduled for 9/18/02 thru 10/9/02.
- Community Unlimited is going after a grant and wants us to help out with "in kind" services. (21st Century Community Learning Centers Grant.)
- Basic Quilting class is in the making.
- Capital expenditures – Fax, copier, printer, scanner combination has been installed. We are appreciating it. Cost -- \$400.00.

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e. **Sherwood:** Frank Hemphill reported:

- July 30th Summer Reading Program ends.
- Pizza party for the end of the Summer Reading Program.
- Bat Program will be 7/26/02 @ 3:00 p.m.
- Looking into shelving.
- Balloon Animal Program was successful.

f. **Alganssee:** Lynnell Eash reported:

- Air Conditioning is in.
- The fax, copier, printer, scanner installed and working.
- There were 68 children in the Summer Reading Program.
- Friday will be the last day for Story Hours.
- Friends of the Library had their Book Sale/Garage Sale/Bake Sale and made \$280.00.
- The signs on van are giving the Library publicity.

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

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

4. **Personnel Committee:** (Minutes of July 15th)

- Employee Tuition Reimbursement Policy, Application, Promissory Note, Agreement. Discussion was held on the Policy. **Gay moved to accept the Employee Tuition Reimbursement Policy, Application, Promissory Note & Agreement, seconded by Clover. Motion carried.**
- Director's Evaluation: Discussed.
Brown moved that Mr. Hemphill's contract be renewed and based on Mr. Hemphill's performance, he receive \$1,000.00 increase in salary and an additional one week of vacation which would raise his vacation time to five weeks. His contract from last year would be renewed to be effective June 19, 2002 with amendment of Paragraph 8, on vacation so that the additional week can be added to either of the 10 day periods mentioned or split between them in a flexible manner, seconded by Gay. Motion carried.
- Director's Evaluation Form: Discussed.
Ashtdown moved that we table approving the evaluation until the Personnel Committee has a chance to review the director's job description and his goals and objectives, seconded by Brown. Motion carried.

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

6. **Technology Committee / Children's Internet Protection Act:** (Minutes of July 1st)

Board reviewed. Continuing to monitor Internet filters to comply with the Children's Internet Protection Act.

Summary of Technology Committee Meeting:

- Start budgeting for new technology.
- Peachtree software would be helpful in implementing our technology plan that has been approved by the Library of Michigan and tracking the assets to comply with the new accounting standards.
- Children's Internet Policy - our policy was lacking in one respect in terms of warning or advising children not to disclose personal information regarding themselves on the Internet. In other respects our Internet Policy is adequate. So it is the recommendation of the Technology Committee that we place signs on the computer monitors warning minors not to give out personal information. The Library would put up signs and amend our Internet Policy to include saying the library is going to put up signs on computer monitors warning people not to disclose their personal information. **Cherry moved, that the library amend the Internet Access Policy of September 18, 2000 and adopt the new Internet Access Policy written by Bruce and that the warning be**

put on the computer screen as follows: (WARNING!!!! All partons, particularly minors, when using the Internet, avoid disclosing personal information, such as your Social Security Number, home address, and phone number. All such information disclosed could expose you to identity theft, unwanted telemarketing, or possibly the appearance of unwanted or unknown persons at your home), seconded by Brown. Motion carried.

7.

Director's Report:

- BDLS has refunded \$36.73 to Branch County for taxes advanced on property that was deeded to the State of Michigan. At the time of settlement the County advanced the tax monies from their delinquent revolving funds. This happens occasionally throughout the year and there is a line item expense code in our budget to cover these costs.
- The parking lot cost \$4,529.96 to completely redo. The Branch County Road Commission work crew came back and moved the cement parking blocks as close to the building next door as possible without the cars touching the building. The cost is higher than the bid, but the commercial bids received were for topping the asphalt off, not reconstructing. Also, I asked the Board to authorize additional paving on the County's lot where the prisoner van parked in a pea graveled space. The gravel jammed the book drop bin wheels, stopping the bin abruptly. I had some concerns from staff about this situation.
- I have looked high and low for guidelines on purchasing in the BDLS policy handbook and have not been able to find any. I have checked with Jeanne to see if she was aware of any procedures in place and adopted by the Board and she was not. Barb remembers vague a discussion between Mary H. and the Board about \$100.00 limitation that may have been raised to \$500.00, but not written down – "a gentleman's agreement." Bruce thinks it was a \$1000.00 and has been looking through the minutes. We need to develop a policy on EXECUTIVE LIMITATIONS which cover these situations and where it is stated clearly what the director may and may not do. Following are some examples which I have discovered. The Board needs to tell me what other limitations have been developed over the years that are not written down, but may have been passed by the previous Boards and are lost in the minutes. What I am trying to arrive at are real sharp STOPS for myself and successive Directors.
- The Director:
 - 1. must inform the Personnel Committee Members of employee terminations or lay offs.
 - Cannot purchase items from the Capital Improvement Funds reserved for the Branches except at the request of the Branch Managers. Branch Managers or Branch Advisory Boards must go to the Board for approval
 - Material purchases, i.e. books, video and audio tapes, are exempt from any purchase limitations.
 - Must seek to purchase goods and services at the best price, giving consideration to quality, reputation, and local affiliation.
 - May purchase items costing up to \$1,100 without Board approval with the exception of books, audio & video tapes, and other library materials which are exempt.
 - No bids/quotes are necessary when the library is purchasing under the umbrella prices offered to library cooperatives, county/city governmental pricing, or intermediate school districts.
 - Cannot change his or her benefits.
 - Cannot change the pay or benefits of any employee without Board authorization.
- In working on strategies for increasing circulation, I measured aisles through out the library and found that none of the aisles were in compliance with handicapped access. For libraries the minimum standard is 36", the optimum 42"; at end of row with wall hung shelving the minimum is 42", optimum 48". What I have found out is that:
 - a. Fiction aisles are 29"+, none more than 30"; turn around is 30"
 - b. Non-fiction aisles are 32".

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If we were to conform to handicapped code in the fiction area, it would mean that there would be wall hung shelving, two double faced 18' shelving ranges and the shelving between the pillars. Broader aisles and casual seating increase circulation.

- I had to cash \$200 worth of checks made out to Union Township Library. Joe Wilkinson was soliciting donations from local Union City Businesses and he needed the checks cashed to purchase prizes for the reading club. I cashed them at the local Southern Michigan Bank after clearing it with Jay Johnson and the local branch manager. Joe is going to provide me with receipts for documentation. He and I discussed the situation and how illegal it was for me to cash those checks. Hopefully, he understands and will not do it again next year. He really makes the Union Township reading club a great activity for the kids.
- CAPITAL EXPENDITURES; ACTION ITEM
 - a. 2 – Systemax 15" Flat Panel Monitor, Global Computers \$658.
 - b. 1 – RAD7KDS LCD Monitor, Wal-Mart \$599
 - c. Flat Screen monitors for Reference Desk, Children's Service Desk & Directors Office. Bruce has been ergonomically retrofitting work stations.

A. Narrative Report:

- Frank received the Policy and Procedure for Purchasing.

B. Information Items:

C. Audit proposals - Board did accept the proposal and will review it.

NEW BUSINESS

1. BDLS Board Committees DRAFT: It was reviewed and corrected.

INFORMATIONAL ITEMS

Nothing at this time.

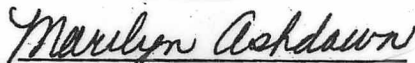
EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Brown moved to adjourn.
Meeting adjourned at 7:45 p.m.

Respectfully submitted:



Marilyn Ashdawn, 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.