

10 E. Chicago Street - Coldwater, MI 49036
BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
December 17, 2002
6:00 P.M.

DRAFT

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Adam Hollingsworth arrived 6:05 p.m., Richard Sharland, BDLS Board Consultant.

ALSO PRESENT

Carole Bolton, CPL Board Representative; Bobbie Brickey, Quincy Library Board; Frank Hemphill, Library Director; & Barbara Riegel.

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda of December 17, 2002. Motion carried.

PUBLIC HEARING ON ADOPTION OF THE 2003 BUDGET

Open for discussion to review the 2003 Proposed Budget at 6:01 p.m. President Swanson indicated if there are no questions the Public Session of the Budget Hearing is closed at 6:02.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Cherry moved, seconded by Brown to approve the minutes of November 19, 2002. Motion carried.

CORRESPONDENCE

1. Letter from Judy Elliott, County Clerk, with terms of Board members. Carol Brown appointed to term expiring 12/31/06. Swanson's term ends 12/31/02.

FINANCES

1. Approval of Bills: **Cherry moved to approve the bills as submitted, seconded by Ashdown. Motion carried.**
2. Financial Statement: **Brown moved to accept the Financial Statement, seconded by Cherry. Motion carried.**
3. Penal Fine Chart: Discussed.
4. Amend the 2002 budget by transferring \$2,000 from Sherwood - Capital Improvement to the Operating Budget - Rent. **Board approved November 19, 2002 to transfer \$2,000 out of Sherwood Library Capital Fund to the Sherwood Library General Fund.**
5. Amend the 2002 budget by transferring \$36,617.43 from the Fund Balance to General Long Term Debt to cover the payoff to Southern Michigan Bank & Trust. **Cherry moved, seconded by Brown to transfer \$36,617.43 from the Fund Balance to General Long Term Debt to cover the payoff to Southern Michigan Bank. Motion carried.**

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PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. Coldwater: Carole Bolton reported:

- Kelli Nantz, Accountant from the City Treasurer's Office - provided a balance sheet for October 2002. We still have not received or talked about investment activity.
- Heritage Room - 68 visitors in November. Lower than usual possibly because of Thanksgiving holiday or some regulars have gone south for the winter.
- 261 Christmas letters have been sent out as of the CPL Board Meeting. Three donations have been received for the CPL Board. Letters are coming back with incorrect addresses.
- Newspaper micro-filming of the Coldwater Reporter and Coldwater High School Mirror is almost complete.
- Upcoming project - check condition of acid-free boxes.
- Discussed condition of library. Frank is investigating possible millage request for Library upkeep from the City of Coldwater. Hemphill will compile a report of what is seen as a major cost of renovation on the Clarke Building.
- Happy Holidays!

b. Bronson: Gayle Clover reported:

- Received the money from Bronson Woman's Club fund raiser "Make a Difference Day" and have gotten about 50 children's books with that money. Can't put the books on the shelf yet because they have to go to Central to be processed.
- Light bulbs are all installed. Library is a lot brighter.
- Library is collecting items such as kitty litter, clean blankets, etc. for Humane Society - like Central is doing.
- Bids from Amish man for new shelving, handrails, gate for downstairs to keep patrons out of that area.
- Interest in Home schooling. Linda Dull is sending the library information on that. She has compiled (regarding state laws, curriculum material, etc.) So nice to have someone like her available for this. (FYI I think Linda home schools.)
- Merry Christmas!

Bid received on shelving at cost \$2988. Request approval for C. Maddox to purchase.

c. Quincy: Carol Brown reported:

- Story Time children consistently numbers approx. 15; been doing Christmas crafts/stories; "Franklin" the turtle from Scholastic visited last Friday.
- Story Hour will be ending for December and resuming January 17th.
- Still working on lighting the flag.
- Been cleaning out the Reference/Genealogy area for new shelving. Installation should take place the week of December 16th.
- Memorial donations to our project fund have been wonderful over the years to aid in these shelving projects, along with our grant money, and our capital funding.
- Lisa & Renee are ready for the new computer system and training and are enthusiastic about the systems new possibilities.
- Happy Holiday / Merry Christmas!

New shelving received and should be installed by December Board Meeting.

d. Union Twp: Adam Hollingsworth reported:

- Pat's husband is improving.
- Hollingsworth's invitation to the Board at 10:30 a.m. at Union City Assembly of God will be narrating the Christmas Special.

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- e. **Sherwood:** Frank Hemphill reported:
- New shelving installed either Monday or Tuesday.

New shelving received and should be installed by December Board Meeting.

Sherwood Report submitted by Rhonda Galvin:

- So far this month, I've been very busy. I got through Thanksgiving. The new shelving was to be delivered Monday, December 16th, so I will be busy re-shelving books.
- I'll also be learning the new TLC computer program system. That should be challenging. And, those old holiday, Christmas and New year will be coming up. I'm looking forward to having some days off. Shame on me!
- We had a story time for Christmas. We made Rudolph Reindeers, but ran out of red noses so one boy made a green nosed reindeer for his mother.
- I wonder what January 2003 will bring!

- f. **Alganssee:** Frank Hemphill reported
- Lynnell is still on sick leave.

The Alganssee Township Board approved the 2% pay increase at their December 2, 2002, board meeting for the Alganssee Librarian to begin in January 2003. In speaking to Leslie at the Branch District Library, we are aware that the new amount to be paid is \$517.79 per month. Beginning in January our payments to be District Library will be increased to \$517.79. Submitted by Erica D. Ewers, Supervisor 12/6/2002.

2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** Did not meet.
5. **Plan of Service Committee:** Did not meet.
6. **Financial Committee:** Thursday, December 12th @ 6:00 p.m. 2003 Budget Review. Cherry, moved seconded by Gay to adopt 2003 Budget as modified on the Blue Pages. Motion carried.
7. **Technology Committee/Children's Internet Protection Act:** Did not meet.
(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)
8. **Director's Report:**
 - a. Information Only:
 - November was a relatively quiet month.
 - Circulation through November, 2002 increased nearly 10% system wide over 2001. This is for items bar coded and checked out through the automated system. It does not include non bar coded items. The non bar coded items were not counted in the past on a consistent basis. I am predicting circulation for 2002 will be at least 160,000 as compared to 132,000 last year.
 - One of our employees is on extended sick leave recovering from abdominal surgery. Virginia Brown was hired as a temporary replacement; she is a retired high school librarian (Quincy) with an MLS. The library is very fortunate to have hired her.
 - The TLC installation is proceeding according to schedule. Coldwater will be closed December 16th, 17th, and until 1:00 p.m. on the 18th for staff training. At the conclusion of the training sessions I have to certify acceptance of the system.
 - New Shelving will be installed December 16th and 17th at Quincy and Sherwood. Carol Maddox has submitted a quote for new shelving to the Board for approval.
 - Quotes were solicited from six insurance firms for Workers Compensation. Only two responded: (a.) Dean Insurance Agency- Cincinnati Indemnity Co. \$2,396; (b.) Michigan Counties Workers Compensation Fund \$1,720. The Michigan Counties Workers Compensation fee is a deposit premium; at the end of the year there is a refund or dividend, subject to audit. Because it is a shared risk fund, for 2001 the Michigan Counties Workers Compensation declared a dividend of \$879 for BDLS which effectively lowered our 2002 Comp. costs (\$2,688) to \$1,809. Cincinnati Indemnity does not provide a refund/dividend. Michigan Counties is the lowest and best bid, no action necessary for renewal.

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- Four Weeks Notice: I am giving my four weeks notice per my agreement when I was hired. My last day will be 14 January 2003.

Submitted by: Bruce Guy, Automation Librarian

Cherry moved, seconded by Ashdown authorize Frank to hire Bruce on as a Consultant for one year. Motion carried.

Personnel Committee Meeting scheduled for December 26th, Thursday @ 1:00 p.m.

- b. Statistical Reports: November 2002
 - 1. Book Budget.
 - 2. Use Statistics.
 - 3. Capital Improvements Budget, 2002.

NEW BUSINESS

- 1. Nothing at this time.

INFORMATION ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

None.

PERFORMANCE OF THE DIRECTOR

ADJOURNMENT

Meeting adjourned at 6:55 p.m.

Respectfully submitted:

Marilyn Ashdown
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, 10 East Chicago Street, Coldwater, Michigan 49036 - (517) 278-2341 or FAX (517) 279-7134