

10 E. Chicago Street - Coldwater, MI 49036  
BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room 3<sup>rd</sup> floor  
July 21, 2003  
6:00 P.M.

DRAFT

BRONSON LIBRARY

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, President; Gayle Clover, Adam Hollingsworth.

ABSENT FOR ROLL CALL

Jack Gay, Lynda Chan, excused.

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Carole Maddox, Barbara Riegel, Richard Sharland, Board Consultant; Walt Lane, Coldwater Public Library Representative; Leo Lehman, President of the Friends Group.

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda of July 21, 2003 with one motion by Cherry to move Rumsey & Watkins presentation from #4 of Finances to right after Brief Public Comments. Motion carried.

BRIEF PUBLIC COMMENTS

Maddox: Yes, there are cookies help yourself!

RUMSEY & WATKINS

Dave Rumsey  
Presentation

Cherry: To explain the accounting we are giving the Townships. The reason for requesting Mr. Rumsey was that Erica Ewers, Supervisor Algansee Township who is not here, said that what was submitted didn't make much sense to her. Perhaps it was because it was the first quarter she complained that the numbers were the same, but they would be in the first quarter.

Rumsey: Right! The first quarter in the format we didn't take off the first quarter, as you can see with June 30<sup>th</sup>, you have three months in the first two columns. April, May & June then carried over to the last two columns that would be confusing to them. The first quarter will always have the same figures, then with each quarter added figures will change. Some items we allocate as much as we can by the branches. Mileage, postage, Salaries, Telephone, office supplies the areas that are not directly allocated to a branch we do put it under Coldwater Branch. When we cut the checks we break it down by each individual branch. We try to show what funds that are generated by the tax dollars and by the penal fines what is spend at each individual branches.

Hemphill: We have a Code of Accounts – supplies 001, Coldwater; 002 Alganssee, break it down that way. Each branch have their own Code of Account for books. Accurate reflection of what and we in management are administering in the invoices. When Rumsey receives the invoices, he takes what we have decided who that cost should be allocated to. In looking over the accounts, might what to consider this at some future point, you allocate all administrative costs to Coldwater so it shows, \$90,000.00 of salaries expenditures. In governmental accounting you allocate your cost administrative account across a broad range.

Rumsey: Workman’s Comp we don’t allocate to each branch. We try to allocate as much as possible, Woodlands Contract is not allocated. Trying to show exactly what your paying for each branch.

Cherry: Ewers other question was: The Township is paying for increased hours for the library to be open at Alganssee. Ewers questioned the numbers that was appearing for salaries. Is the increased amount under contract with the township is not in these numbers.

Rumsey: Yes, the numbers are in there. What we try not to do, we don’t take cash reimbursements and try to off set them. We show that under reimbursements. We have a reimbursement account under Alganssee for their reimbursement wages. Total hours, total wages paid for Alganssee is in there. Any thing that the library gets reimburse we show that as revenue and is not applied to expenses.

Cherry: Thanks for coming.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Brown to approve the minutes of June 16, 2003. Motion carried.**

**CORRESPONDENCE**

1. Two Proofs of Service – Apparently people have disputed their values for tax purposes to the Michigan Tax Tribunal. What Mr. Boguth as sent to us is a copy of the city’s answer to the petition where in each case the City of Coldwater simply ask that their assessments of the value of the parcels be approved. Informational item.

**FINANCES**

1. Approval of the Bill: **Brown, moved to approve the bills as submitted, seconded by Clover. Motion carried.**
2. Financial Statement: Discussed. Placed on file.
3. Penal Fine Chart: Discussed.
4. Capital Projects Report: Discussed.

**PENDING BUSINESS**

1. Action on Kerr Endowment: Attached is a letter from State Treasury Department regarding the Holdings in the Kerr Endowment. **Tabled until August Board Meeting, too many questions on the Trust Fund.** (Director to: contact Cary Jay Vaughn clarification and not satisfied with answer contact the library attorney.) Note the questions are:
  - for clarification on Kerr Trust
  - I assume from your letter this means we can not hold the investments until they mature is this correct? Or not?
  - We received these by inheritance do we absolutely have to sell them even if they don’t meet the criteria.
  - And are there any we can keep, until they mature.

2. Reports from Central and Branch Liaisons:

a. Coldwater: Walt Lane reported

- 591 visitors the first six months of 2003.
- Newspapers on microfilm 15 newspapers and includes the Coldwater High School "the Mirror".
- Heritage Room has received new materials Passage to America 1851 – 1869; "The Records of Richard Elliot, Passenger Agent, Detroit, Michigan" by Mary Lou Straith Duncan, was donated by Bonnie Sherman and her family in memory of John Warren Sherman. "Michigan Soldiers in the Civil War by Frederick D. Williams," was sent to us from the Michigan Historical Center.
- Quincy Village took the five tables for their museum.
- World War II project on-going.
- James Troust will be finalizing the Annual Donation Letter.

Ashdown: Troust would like someone to volunteer to help him with the Annual Donation Letter.  
(D. Cherry volunteered)

b. Bronson: Carole Maddox reported

- Gentlemen from Coldwater was in last week thought it was bigger hadn't been in here in years. Thought we had lowered the counter.
- Story Hour doesn't finish until this Friday. Eighty-nine kids signed up. Fifty finished.
- Had our party last Friday timing was terrible, due to the Polish Festival kids program was going on at the same time. We had 20 kids in attendance.
- When the kids signed up had them put the grade they will be in and we will send out letters to the schools that they took part in the Summer Reading Program.
- Two complaints about the Harry Potter books. Why does Bronson people have to wait for the books that Bronson purchased. Bronson purchased two copies of the Harry Potter Books.

**Cherry: Institute a Policy or Procedure, that says - the best sellers ordered for the specific branches goes directly to the branches for the use by their patrons for the first 6 months.**

- We had a drawing for the BBQ grill set donated by Little Tykes. The little girl who won it doesn't know it yet.
- The fella who donated this, graduated from Bronson School and donated a lot of gifts for us to use and other libraries. Ron from Little Tykes.
- Books ordered in memory of Mrs. Vivian Slisher. A note was sent to her husband Bill telling him we have them on order.
- Please look at our kaleidoscope selection.
- New landscaping. Tomorrow they will start the sprinkler system.
- New book shelves.
- Downstairs fixed up

Request for Capital Funds to landscape the library. **Clover moved, seconded by Ashdown to approve the expenditure of \$1691 for plants, \$1000 labor, \$1955 for a lawn sprinkler system for the landscaping to enhance the visual appeal of the library building. Motion carried.**  
Make check out to the Friends of the Library.

Discussion:

Capital Improvement Funds are to be used for anything inside the library building. Most of the buildings are not owned by the Library. Use of the CIF has to be a library purpose.

Board Committee has to review the policy on the use of the Capital Improvement Funds.

Sharland: Suggested a Branch Enhancement Fund some time ago, do away with the Capital Improvement Funds, but it never came to be.

Cherry: Schedule to create a committee at August meeting when everyone is present.

Cherry: Capital Projects Committee to review the policy and the agreements and come back to the board with a recommendation.

- c. Quincy: Jane Baldwin & Carol Brown reported:
- The Pet Parade was very successful with twice the entries as last year.
  - The Summer Reading Program was also very successful. 102 signed up with 60 reading the required amount of books.
  - The end of the program party was excellent with the Laugh It Up @ Your Library Players doing a great job.
  - We received a \$5,000 grant from the DeRoy Foundation to help with shelving.
  - We are replacing our 5<sup>th</sup> sprinkler system spigot because of mowing and/or driving over them.
  - We can't get anyone to come and discuss with us how to light the outside flag.  
(Suggestion: contact Ludwig Electric.)
- d. Union Twp: Report submitted by Pat:
- I am on vacation in the UP this week.
  - Union Township Board had their copier repaired (part way), so they don't feel the expense of a new copier for the library is necessary. However, if the drum isn't replaced I would like to continue to pursue one for library for public use particularly.
  - Union Township Board will likely ask to be reimbursed for carpet cleaning.
  - Summer Reading went well. A party, July 18<sup>th</sup> included a storyteller from Indiana – the same one Alganssee had. We had 86 students participate who read 1537 books. 73 students completed the program by reading at least 7 books. Two children read 60 books each.
  - We are experiencing continued increase in patronage. It is not unusual for 100 people to come in the library once or twice each week. We need more room/hours!!
  - **\$2000 earmarked for replacement of windows on township building tabled from last months meeting.** Hemphill spoke with Ralph Strong, Supervisor and he said there is no money to do the work. **Brown moved to rescind the motion and put the monies back into the account and Union Township Board can reapply when they have the money and can follow thru with their project, seconded by Ashdown.**  
**4 Yes, 1 No Motion carried.**
- e. Sherwood: Report submitted by Rhonda:
- The Native Sioux American Program with Darrell Dogsoldier and Kathy Barnes went very well. We had over 30 people in even though it was very hot. It was indoor and outdoor. We learned a lot and had fun. That was July 1<sup>st</sup>.
  - Summer Reading Program is over for this year. A lot of kids signed up, but few finished the program. A program in Union City, Sherwood and Burlington area takes the children by bus to different local activities. I believe this affected the program in that the children had other things planned.
  - We had two bake sales and raised a lot of money to purchase books and videos that patrons had requested. Plus the food was great, but the weather wasn't too cooperative.
  - I will be going on vacation the week of July 21<sup>st</sup> through 26<sup>th</sup>, but the library will be in good hands.

- f. Algansee: Lynnell Eash reported:
- Saturday ended our Summer Reading Club 85 total signed up. Some have papers to turn in by Tuesday. Won't know until then how many finished.
  - Teen program 19 years of age down to 4 ½ month old.
  - Kinderhook Story Hour great turn out. Fun to do.
  - This week is the final Story Hours for the summer. And, Sweet Pea (goat) will be going along. Kids excited to see her.
  - Saturday our Friends Groups is doing a Circus for the Summer Reading Club awards party and we have a Ringmaster, our bearded lady fell thru and is not here tonight either.
  - Our total items checked out last month is the first time we topped a 1000.
  - Last week for Story Hour, we read stories about flower fairies and made flower fairies. We showed the kids how to make flower fairy houses.
  - Next Wednesday I will be off for about a week to have corrective surgery. Virginia Brown will be at the library.

**Brown mentioned that it should be considered for the Summer Reading Program to see that the Summer Reading Program be moved closer to School beginning, should be started the end of June.**

3. Building Committee: Did not meet.

4. Children's Committee: Did not meet.

5. Personnel Committee: June 10<sup>th</sup> was already discussed.  
 June 26<sup>th</sup> = The Committee reviewed the Job Announcement for the Director's job and the Job Description. Corrections and revisions were made to each set of papers. Discussed the salary for the new director at great length and decided on \$55,000.00 due to the fact that we need to add to the salary if we expect a 40 hour work week and if we want to attract good candidates. The Committee members discussed sending both papers to the Board members for additions and corrections by e-mail.  
 July 14<sup>th</sup> = The Committee discussed all corrections/additions made by Board members. We made corrections on the Job Announcement for the Director's job. We revised the Job Description for the Director and directed Frank to rewrite and combine three sections of the Description. The Job Announcement and the Job Description will be available at the Board meeting on July 21<sup>st</sup> for Board members to look over and make any final additions/corrections.  
**Ashdown moved, Brown seconded to approve the Job Announcement for the Director's Job as submitted. Motion carried.**

Cherry recommends: C. Hire, supervise and evaluate all other library staff. Any dismissal is subject to BDLS Board approval.

Job Description tabled until August Board Meeting for approval.

6. Financial Committee: Did not meet.

7. Technology Committee/Children's Internet Protection Act:  
 (Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)

**June 19<sup>th</sup> minutes**

Cherry:

Internet; Committee engaged in a general discussion of concerns in Reference Area raised by staff. Discussed age restrictions, gaming, noise levels, etc. Committee did not change Internet Policy.

Staff suggested changes to lessen activity in the Reference Area by transferring three terminals with Internet capability to Kid's Place and restricting use of Two terminals in Reference Area to Research, Resume, education projects. There was a general consensus on trying the solutions.

Cherry: Does this need formal approval before instituting it.  
Hemphell: They are aware of it.  
Cherry: Just to let the Board know this is what they are trying.

New Computers: Committee discussed briefly the computer proposal and agreed to recommend it to the full board at its' next meeting.

Cherry: Jim Seidl from the Woodlands on Supreme Court decision on CIPA (Children's Internet Protection Act); says we can basically go ahead and fill out the application for the monies we get each year, don't worry about this year, no one knows when implementation would be demanded by.

**Recommendation to Board on Computer Upgrade:**

**Brown moved, that the proposed computer upgrades at the cost of \$10,479 be approved as submitted, seconded by Clover. Motion carried.**

8. Directors Report: July Report

Action Items:

- The Kerr Trust holdings do not meet the State of Michigan's guidelines for governmental bodies (see letter.) I recommend that the holdings of the trust be cashed in and deposited in an endowment account. Signature requested.
- Personnel Policy, Health Insurance – Recommend that the "35 hours or more per week" be changed to reflect the 40 hour per week definition of work week adopted by the Board. It was overlooked in the changes made to the Personnel Policy Manual.

**Brown moved, that the Personnel Policy should be amended to show a 40 hour work week, seconded by Ashdown. Motion carried.**

- Amend Memo of Understanding with Berg and Birkenbuel to reflect 40 hour work week. Signature requested.

**Ashdown moved, that the Memo of Understanding for Berg & Birkenbuel be amended to reflect two changes: the 40 hour work week and to remove from the Memo of Understanding the phrase "the employee serves at the pleasure of the Director, seconded by Brown." Motion carried.** Cherry will sign after the memos are amended.

Information Items:

- BDLS staff participated actively in Relay for Life, raising over \$600. See photographs.
- The five tables on the third floor are now residing in Quincy and will be used in their local museum which they are in the process of establishing.
- Parking Lot – I failed to specify "eliminate standing water" in the purchase order for the seal coating of the parking lot. I have authorized payment of the invoice in full. I am working with the owner to rectify the standing water problem.
- Union Township: I talked very briefly to Supervisor Ralph Strong about the \$2000 earmarked in BDLS funds for replacing the windows in the township office. He said the Township did not have funds to complete the project.

9. Statistical Reports: June 2003

- Book Budget
- Use Statistics

**NEW BUSINESS**

1. Woodlands Cooperative **Membership Contract 2003 - 2004**
2. Woodlands Cooperative **Service Contract 2003 – 2004**

Authorize Board Chair to sign both contracts.

**Brown moved, to approve the two new agreements Membership and Service Contract 2003 – 2004 with the Woodlands Cooperative and authorize the Board Chair to sign, seconded by Clover. Motion carried.**

DRAFT

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Sharland: The seminar might be a good place to bring up why the state library trusty manual recommends delegating firing to the director.

Clover: What about the dirty Coldwater Library? And drop off box locked?

Hemphill: We have two drop off boxes one is open all week, one opened only on weekends and holidays.

ADJOURNMENT

Meeting adjourned at 8:15 p.m.

Respectfully submitted:

*Marilyn Ashdown*

Marilyn Ashdown  
BDLS Board Secretary

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