

FINAL DRAFT

BRANCH DISTRICT LIBRARY BOARD MINUTES

18 November 1991

4:30 PM

Greg gave an explanation of the Library Client Survey. Peoples interests, comments, preferred choices of hours etc. will be helpful as these aspects of Library operation are addressed. Greg expressed thanks to the Coldwater Friends of the Library for their help in conducting the survey. It was noted that the Branches might do a similar survey.

- PRESENT:** Richard Sharland, Bill Stewart, Vivian Slisher, Claire Heinonen, Orville Maxson, Carol Brown, Phyllis Rosenberg, Terry MacDonalld, Catherine Jansen, and Dick Smolinski.
- ABSENT:** Tim Milller
- MINUTES:** A. Orville moved, Claire seconded, to accept the Minutes of October 21, 1991 as presented. Approved.
- FINANCES:** A. Carol moved, Claire seconded, to accept the Financial Statement for October 1991 as presented. Approved.
- B. Operational Expenses Chart noted.
- C. Carol moved, Vivian seconded, to accept the corrected bills for October 1991. Approved. Claire moved, Orville seconded, to pay Vouchers #2655-2690. Approved.
- D. Penal Fines Chart noted.
- E. County Reimbursement Committee has not met with John Dean as yet.
- OLD BUSINESS:** A. Advisory Boards: Bronson: Carol and the Trustees are insured but no policy has been brought forth. The Library wall needs to be fixed. It will be paid for by the Bronson Board's backup money. Coldwater: Board recommended the last payment from the City. The Memorial Fund solicitation letter is being sent out. Quincy: Question when the District contracts will be signed. Union City: The new

aide is appreciated. Burlington's participation in the District Library System is still a concern.

- B. Bill moved, Vivian seconded, to adopt the Second Draft of the By-Laws as presented November 18, 1991. Approved.
- C. 1992 Budget pending. More information is needed on Personnel expenditures, extension of hours and staff.
- D. Storage still pending.
- E. Personnel Policy Task Force consists of : Full Time Empolyees; Dick Smolinski and Judy Dereen. Part Time Employees; Barbara Burkhardt. Branch Employees; Carole Maddox and Linda Johnson. Bill would like Greg to bring to committee the MLA compilation on personnel information.
- F. Flower Fund Policy: tabled

NEW BUSINESS:

- A. Bill moved, Vivian seconded, to adopt the Resolution designating our Director as the person authorized to purchase items from the Surplus Property Section, Richard to sign the Resolution in his capacity as Board President. Approved.
- B. Bill moved, Vivian seconded, to advance funds from the Endowment Fund to the staff to have their cookbook, of recipes compiled from staff and volunteers, printed. Profits from the sale will be allocated to the units selling the books. Approved.
- C. Bill moved, Carol seconded, to use Southern Michigan National Bank as the Branch District Library System bank of record. Approved.
- D. Carol moved, Claire seconded, that the Branch District Library System assume its own financial record keeping by January 1, 1992. Approved.
- E. Board agrees that the Administration should purchase recycable products when feasible.
- F. Vivian moved, Orville seconded, to adopt the Michigan Association of Counties Deferred Compensation plan, by attached resolution as

of January 1, 1992. All those present approved.

- G. Vivian moved, Orville seconded, to appoint the Administrative Aide, Catherine Jansen, and Board President, Richard Sharland, to sign checks for the Branch District Library System. Approved. Look into getting a signature plate and bonding.
- H. Carol moved, Vivian seconded, to have separate departments, in our accounting system, for each branch, as recommended by the accounting consultant. Approved.
- I. Claire moved, Orville seconded, to direct Phyllis to seek Branch County bids to clean the carpet at the most economical price. Approved.

INFORMATION ITEMS:

- Noted
- A. Friends:
- B. Service Report for October
- C. Survey results at the beginning of the meeting
- D. Millage Committee gave Statement of Account. See attached.

PERSONNEL:

- A. Question to put Greg, Catherine, Cathie, and the new Librarian on salary tabled. To be turned over to the Personnel Committee. Phyllis to prepare a job description and supervisory aspect of each persons work.
- B. Claire moved, Vivian seconded, to give Phyllis authorization to advertise for a Part Time Reference Aide (BA) and a Part Time Clerk pending approval of the 1992 Budget. Approved.
- C. Bill moved, Vivian seconded, to pay Catherine up to 40 hours per week to implement new accounting procedures. Approved.
- D. Bill moved, Carol seconded, to grant our employees the County 1991 retroactive raise with any 1992 wage adjustments to be negotiated with the Branch District Library System. Approved.

Adjourned, 7:20 PM

Submitted;
Carol Brown
Secretary