

# FINAL DRAFT 8/26/92

## BRANCH DISTRICT LIBRARY

BRANCH DISTRICT LIBRARY  
BOARD MINUTES  
20 JULY 1992  
4:00 PM

- I.                   **ROLL CALL:**  
                  **PRESENT:** Claire Heinonen, Tim Miller, Richard Sharland, Vivian Slisher, Phyllis Rosenberg, Greg Hager, Jeanne Berg  
                  **ABSENT:** Bill Stewart, Carol Brown
- II.                   **AGENDA:** Tim Miller moved, Claire seconded, to approve the additional items to the agenda. Approved.  
                          1. Item VII. New Business add # E. Board payments while attending Board Committee meetings.  
                          2. Item VI. Pending Business move # D. B.D.L.H.E.A. to Item X and go into closed session for strategy session.  
                          3. Item VII. New Business add # F. Tim Miller - Library concern
- III.                   **MINUTES:** Tim moved, Vivian seconded, to accept the Minutes of June 15, 1992. Approved. One correction to add Greg Hager under VII. New Business # B as attending Strategic Planning Workshop also.
- IV.                   **BRIEF PUBLIC COMMENTS:** None
- V.                   **FINANCES:**  
                  A.) Claire moved, Tim seconded, to accept the June Financial Statement. Approved.  
                  B.) Operations Chart noted.  
                  C.) Tim moved, Vivian seconded, to approve Vouchers 3048 - 3102. Approved. (Correction noted on # 3085 was doubled and Vouchers will be renumbered to correct system).  
                  D.) Penal fines noted. June back up but still under the proposed budget. Should increase in August and September.

VI.

PENDING BUSINESS:

- A.) Reports from Branch Liaisons
1. Bronson - Smoke alarms need to be installed; new sidewalk added; Douglas AutoTech contributed funds to purchase 59 paperbacks for the Summer Reading Program for grades 4 - 7, and Pieronski's Place and Shell Speed Mart donated prizes for the program also.
  2. Coldwater - Meeting set for July 21, 1992. They have two new Board members Teri Zimmer and Cindy West.
  3. Quincy - 150 signed up for the Summer Reading Program; Circulation is up; like the new additional hours and have had group use on the new Thursday hours; still requesting a financial report and Phyllis stated this is getting ready to send; new steps are being completed and looking into a new furnace.
  4. Union City - Checking into getting a new lighting system; Summer Reading Program has about 34; Township millage election - possibly dropping current coverage due to new millage in County.
- B.) Committee Reports
1. Finance - Has met and looked at the Budget review. The Library is where it should be with some adjustments needed in accounts. Committee recommended checking with the auditor to determine if Branch accounts should be audited also i.e. Petty Cash accounts and to determine who is responsible and what liability concernd the Library should have. Tim recommended contacting another District Library for examples of how others handle this situation. The committee will check into this and work with Phyllis. Tim stated that Budget concerns for next year will be emphasized in the areas of personel costs, training and book costs.
  2. Personnel - Need to set up a committee meeting
  3. Building - No report
- C.) Storage - Greg reported that the City Council has approved storage request at no cost to the Library. Shelves at the Court House are being removed and taken to the new storage facility.
- D.) B.D.L.H.E.A. - Moved this to Item X.
- E.) Automation - Greg reported the Library is obtaining proposals from vendors. Cost estimate is \$ 50,000.00 Tim moved, Claire seconded, to dispense with the services of

Burns and Parsons. Approved. Phyllis noted that the Library has spent about \$ 3,000.00 with Burns and will not be paying any additional amount per advice from attorney.

F.) Directors Report

1. Contracts are ready and will contact for signing.
2. Draft of Minutes need to be available to the public within 3 days of Board Meeting.
3. Branch finances will be worked on and develop procedures and introduce policies.
4. Applications for the Director's position are coming in. Personnel Committee needs to address

VII.

**NEW BUSINESS**

- A.) WLC Membership contract needs signing. Jeanne moved, Claire seconded, authorization for Richard to sign. Approved.
- B.) MAC Service Corp. proxy needs signing. Jeanne moved, Vivian seconded, to authorize Richard to sign. Approved.
- C.) SAMS Club - Phyllis proposed having a Business account with SAMS Club at \$25.00 per year and \$ 10.00 membership fees for administrative staff at their own cost Tim moved, Jeanne seconded, to approve a one year membership to review again at time of renewal.
- D.) Visits to Branches - Set up August 7th at 9:30 AM. to meet at the Library to make visits. Phyllis will post notice of this in the Library and contact the branches.
- E.) Payments to Board Members to attend Committee meetings - Attorney's opinion is that this is already authorized as payments of meetings are allowed up to 24 per year as long as within budget and expenses vouchers are properly completed.
- F.) Tim Miller - concerned about empty boxes being left on the elevator. Phyllis stated that she will contact the necessary personnel about safety concerns i.e. fire.

VIII.

**INFORMATIONAL ITEMS:**

- A.) Greg reported that an average of 46 patrons are using the Library on Sundays.

IX.

**EXTENDED PUBLIC COMMENT:** None

X.

B.D.L.H.E.A.

A,) Tim moved, Vivian seconded, to move into  
Executive Session to discuss strategy.

Approved by; Claire Yes

Tim Yes

Carol Absent

Bill Absent

Vivian Yes

Richard Yes

Jeanne Yes

Approved at 5:25 PM.

XI.

RESUMPTION OPEN SESSION At 6:07 PM. the Board  
resumed in Open Session.

XII.

ADJOURNMENT 6:08 PM.

Submitted BY,

Jeanne Berg  
Acting Secretary