

BRANCH DISTRICT LIBRARY
BOARD MINUTES
21 SEPTEMBER 1992
4:00 PM

- I. ROLL CALL:
PRESENT: Jeanne Berg, Bill Stewart, Richard Sharland, Phyllis Rosenberg, Claire Heinonen, and Greg Hager
ABSENT: Vivian Slisher, Tim Miller, and Carol Brown
- II. AGENDA: Jeanne Berg moved, Claire Heinonen seconded, to approve the Agenda. Approved.
- III. MINUTES: Jeanne Berg moved, Bill Stewart seconded, to approve the Minutes of the Regular Meeting of August 17, 1992. Approved.
Jeanne Berg moved, Claire Heinonen seconded, to approve the corrected minutes of the Closed Executive session Minutes of July 20, 1992. Approved.
- IV. BRIEF PUBLIC COMMENTS: None
- V. FINANCES:
A.) Jeanne Berg moved, Bill Stewart seconded, to accept the August Financial Statement. Approved.
B.) Operations Chart noted.
C.) Phyllis Rosenberg stated that there were two additional bills to place on list of vouchers for approval. # 3211 for \$ 7300.00 for capital improvements in the Quincy library for plumbing and heating and # 3212 for capital improvements in the Bronson library for new window film for \$315.00.
Jeanne Berg moved, Claire Heinonen seconded, to approve Vouchers #3156 through #3212. Approved.
D.) Penal fines noted. Phyllis Rosenberg has had contact with County and projection for 93 should be about the same as 92.

VI.

PENDING BUSINESS:

A.) Reports from Branch Liaisons

1. Bronson - Wall is fixed, film on windows, and new shelves in place. Two volunteers helped rearrange books.
2. Coldwater - No report
3. Quincy - New furnace and air conditioner. Basement is nice and clean. Removal of the radiators gives more room in the library. Anticipate lower utility bills.
4. Union City - Paintings on display, looking at lowering the ceiling and recessed lighting and new shelving for the library.

B.) Committee Reports

1. Finance - Did not finish; need to meet and set date. Questionnaires have been sent out to other libraries re: how they handle finances.

2. Personnel - Interview of candidates for new Director position will be October 3 and schedule is set.

Discussion of Grievance for Sandra Cunningham followed. Jeanne Berg moved to approve the request for leave of absence without pay for October 10-19 with the understanding that this sets no precedence for her or other employees; that the Board recognizes the unusual circumstances earlier in the year due to the illness of her brother; with the understanding that this is not to be routine or necessarily granted in the future and that employee should be encouraged to use vacation time next year. Claire Heinonen seconded. Approved. Jeanne will contact verbally with Sandra Cunningham and Bill Stewart will follow up with written response to the grievance.

Personnel committee also reported on the meeting held with representatives of the BDLHEA on September 17, 1992. Copy of the Minutes were provided to Board Members.

Further discussion on the interview process followed with the understanding that someone from BDLHEA and the Salaried personnel would be invited to participate in the interview process along with the Personnel Committee. A meeting date of September 24, 1992 was set for discussion of the interview process and questions to be asked of the candidates.

3. Building - No report. Phyllis Rosenberg stated nothing immediately to be looked at but she will leave a list of concerns with the new Director.

- C.) Storage - Greg Hager reported that the move to the City Building is complete and that they are in the process of putting up shelves.
- D.) Automation - Greg Hager reported that Andy VanDoren, Attorney, recommends ending the contract with Burns and Parsons by mutual agreement. Bill Stewart moved, Jeanne Berg seconded, to request Andy VanDoren to draw up an agreement to withdraw from the contract. Greg Hager also stated that any monetary claim against Burns and Parsons would not be recommended per discussion with Andy VanDoren.
- E.) Delivery Contract - Phyllis Rosenberg stated there was an addition to the contract with Woodlands and that the contract needed resigning. Claire Heinonen moved, Jeanne Berg seconded, to give authority to sign the update. Approved.
- F.) Friends - Greg Hager reported that the Friends group has decided to donate \$2,000.00 for materials to the library; \$1,000.00 each going to fiction and non-fiction. Greg also stated that the Friends annual meeting will be October 11, 1992 from 2 to 4 PM at the Library.
- G.) Intent to Assess District Library Levy - Phyllis Rosenberg announced that through discussion with the County this year the Library would receive .6985 mills. Bill Stewart stated that he does not feel the Headlee Agreement involves requests for under 1 mill and that the Library should be able to receive the full 7/10th mill. Bill Stewart moved, Claire Heinonen seconded, to approve resolution to set mill at 7/10th unless otherwise necessary to lower to the .6985 mills. Approved.
- H.) Directors Report
1. Schedule for new Director position interviews handed out.
 2. Letter sent to judges stating need for Penal Fines has been sent stating that the Library does need them and depends on them.
 3. Allen Penal fines now being tracked monthly.
 4. Request from Branch Librarians to pay dues to MLS. This has not been done in the past. Board requested information on cost before deciding.

5. Claire Heinonen and Richard Sharland's Board terms expire at the end of the year and need to renew by obtaining forms should be started now. Claire Heinonen stated that she will not be requesting renewal of Board position.

6. Status report provided by the Director on jobs to be done before retirement and items that will need to be completed by others.

VII. NEW BUSINESS: None

VIII. INFORMATIONAL ITEMS: Noted

IX. EXTENDED PUBLIC COMMENT: None

X. ADJOURNMENT: 6:05 PM