

DRAFT

12/02/92

BRANCH DISTRICT LIBRARY
BOARD MINUTES
16 NOVEMBER 1992
THIRD FLOOR MEETING ROOM
4:00 PM

- I. ROLL CALL:
PRESENT: Jeanne Berg, Claire Heinenon, Tim Miller,
Vivian Slisher, Richard Sharland, Carol Brown,
Greg Hager, and Catherine Jansen.
ABSENT: Bill Stewart
- II. AGENDA: Carol moved, Tim seconded, to add item E to
VIII. as follows - seek bids for an audit.
Approved. Also item B to III. Special
minutes of October 19, 1992. Approved.
- III. MINUTES:
A.) Jeanne moved, Vivian seconded, to approve the
Minutes of the Regular October 19, 1992 Meeting
with corrections. Approved.
CORRECTIONS:
1.) V. C. Jeanne moved, Vivian seconded, to
approve payment of Vouchers 3213 - 3269 plus
Voucher 3270, a \$650.00 bill which included
attorney Andy VanDoren's legal research into
conflict of interest status of various board
members, whereas Richard reported Andy opined
no conflict.
2.) VI. A. Coldwater - Meets October 20, 1992
3.) VI. F. Revised Plans of Service for Branches
were given to board members to be used as
working drafts.
B.) Claire moved, Jeanne seconded, to approve Minutes
of the Special Meeting of October 19, 1992.
Approved.
- IV. BRIEF PUBLIC COMMENTS: None
- V. FINANCES:
A.) Tim moved, Claire seconded, to accept the October
Financial Statement. Approved.
B.) October Operations Chart noted.
C.) Tim moved, Claire seconded, to approve Vouchers
3271 - 3334, except for 3301 which was voided due
to double billing. Approved.
D.) Penal fines chart noted.

VI.

PENDING BUSINESS:

- A.) Reports from Branch Liaisons
 - 1. Coldwater - Looking into new microfilm readers for the Heritage Room. Tim will approach their board on participation in the automation project.
 - 2. Bronson - Karen retired; new appointment will be in August. Next meeting is 11/19/92.
 - 3. Quincy - Circulation was up in October. They continue to add pre-schoolers to the Story Hour with a current total of 27. Community members such as June Hill knitting hats for the kids for Hats Day is much appreciated.
 - 4. Union City - Linda wants to know about an April workshop on Rural Libraries at a cost of \$ 150.00.

- B.) Committee Reports
 - 1. Finance - Will meet 11/30/92 at 4:15 with the entire Board.
 - 2. Personnel - Has been working to choose a new director.
 - 3. Building - Greg reported a roof leak and erratic alarm system. Greg to call appropriate persons.

- C.) Automation - A representative will be at the Library Friday Dec. 11, 1992 9-12 and 1-5.

- D.) Acting Directors Report - Greg
 - 1. Met with BDLHEA, all staff and managers to tell them about goals and expectations
 - a. Get the backlog of new materials on the shelves. Mira Klingler and Sandy Cunningham really making great progress.
 - b. A more friendly reminder for overdues, a postcard, is almost ready.
 - c. Regular Staff meetings will be held. Says Greg " We are one Library with six different doors."

VII.

NEW BUSINESS:

- A.) For determination of conflicting offices see enclosed letters.
 - 1. To Ruth Dukelow from Phyllis Rosenberg regarding Library Board Members dated 9/16/92.
 - 2. To Richard, Chairman, from Ruth dated 11/09/92.
 - 3. To Richard, from Andy VanDoren dated 11/12/92.

- B.) Holiday's 1993
Tim moved, Jeanne seconded, to accept Greg's recommendation of Option 1 (see attached).
Approved

- C.) Tim moved, Jeanne seconded, to purchase from Global, a paper shredder at approximately \$ 650.00, to be taken from Line Item # 727.
- D.) Tim moved, Claire seconded, to have Richard sign the Unemployment Compensation Form. We do not pay out until there is a claim.
- E.) Bid statements from three companies will be prepared for the next meeting so we can get the cash into the Budget.

VIII.

INFORMATIONAL ITEMS:

- A.) Service report discussed.
- B.) Letters from Director Candidates received.

IX.

EXTENDED PUBLIC COMMENT:

- A.) Quincy has already had their audit.
- B.) Library atmosphere is quite a lovely difference. "A smiling face makes all the difference in the world".

X.

ADJOURNMENT: 5:53 PM

Submitted By:

Carol Brown

Carol Brown
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. Individuals with disabilities requiring auxiliary aids or services should contact the Branch District Library System by writing or calling the following: Branch District Library System, 10 East Chicago Street, Coldwater, MI. 49036. 517-278-2341, FAX 517-279-7134.