

# FINAL DRAFT 1/05/93

BRANCH DISTRICT LIBRARY  
BOARD MINUTES  
21 DECEMBER 1992  
THIRD FLOOR MEETING ROOM  
4:00 PM

- I. **ROLL CALL:**  
**PRESENT:** Richard Sharland, Bill Stewart, Claire Heinonen, Carol Brown, Jeanne Berg, Dee Knapp, Greg Hager, Catherine Jansen(4:10), Vivian Slisher(4:10), Tim Miller(4:11).  
**ABSENT:** None
- II. **AGENDA:** Carol moved, Jeanne seconded, to add VII C. Resolution to set 1993 meeting dates. Approved.
- III. **MINUTES:**  
A.) Claire moved, Jeanne seconded, to accept the Minutes of the Regular meeting of November 16, 1992. Approved.  
B.) Carol moved, Jeanne seconded, to accept the Minutes of the Special Meeting of November 16, 1992. Approved.  
C.) Carol moved, Claire seconded, to accept the Minutes of the Special Meeting of November 30, 1993. Approved.
- IV. **BRIEF PUBLIC COMMENTS:** None
- V. **FINANCES:**  
A.) Tim moved, Vivian seconded, to accept the November Financial Statement. Approved. Bill suggested consolidation of Financial Report. Catherine will contact City government on this.  
B.) November Operations Chart noted.  
C.) Jeanne moved, Tim seconded, to approve payment of Vouchers 3335 - 3408. Approved.
- VI. **PENDING BUSINESS:**  
A.) Reports from Branch Liaisons  
1. Coldwater - Has not met, but Memorial Endowment Fund mailing has gone out.  
2. Bronson - Has no meeting in December. They do have a possible new member, Dean Chandler, to represent the City on their Board.  
3. Quincy - Business as usual  
4. Union City - Excited about ceiling work and lighting.

- B.) Committee Reports
  - 1. Finance - Section VIII. A.
  - 2. Personnel -
    - a. Bill moved, Jeanne seconded, to offer to Director, cash compensation in lieu of health insurance. at single person rate less cost of FICA, effective January 1993. Approved.
    - b. Contract with Dee Knapp, new director, has been signed, going with cash compensation.
    - c. Bill moved, Claire seconded, to approve the Memorandum of Understanding as revised. Approved.
    - d. Dee would like to pursue negotiations without outside sources.
  - 3. Building -
    - a. Greg has okay to contact City's Chief Engineer in regards to roof problem.
    - b. Trouble alarm trauma has been solved.
- C.) Automation - Representative had to cancel the December demo due to weather. New date January 6, 1993.
- D.) Acting Directors Report - Greg
  - 1. Pictures of Algansee Library improvements.
  - 2. "Fan Mail" from clients.
  - 3. Surveys from Branches discussed.
  - 4. Children's Summer Reading program in the works for '93. Theme is "Make A Splash".
  - 5. Storytime schedule made for Kids Place at Headquarters.
  - 6. Capital Improvement project underway in Sherwood.

VII.

**NEW BUSINESS:**

- A.) '93 Budget draft was discussed at length. Bill will contact utility company to see about a savings checkup.
- B.) Tim moved, Vivian seconded, to set a meeting for December 28, 1992, at 4:00 PM to present, to the public, the '93 Budget with amendments as discussed:
  - 1. Need Fund Balance from last year.
  - 2. Lump the personnel figures.
 Approved.
- C.) Bill moved, Carol seconded, to adopt the Resolution regarding the '93 meeting schedule which would include at least one meeting through the year at each Branch (see attached). Approved.

Ayes: 7  
 Nays: 0  
 Absent: 0

- II. **INFORMATIONAL ITEMS:**
- A.) Service report noted
  - B.) Two directors go off the Board in 1993.
    - 1. Richard has resubmitted his name for reappointment.
    - 2. Claire has not, but Union City Elementary librarian Martha Hamp has submitted her name for appointment.

IX. **EXTENDED PUBLIC COMMENT:** None

X. **ADJOURNMENT:** Carol moved, Vivian seconded, to adjourn.  
Approved 5:55 PM.

Submitted By:

*Carol Brown*

Carol Brown  
Secretary

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