

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES

MAY 17, 1993

SHERWOOD TOWNSHIP LIBRARY

4:10 p.m.

**PRESENT:**

Richard Sharland, Jeanne Berg, Martha Hamp,  
Carol Brown and Dee Knapp.

**ABSENT:**

Bill Stewart, Tim Miller, Vivian Slisher.  
Jeanne moved, Carol seconded, to excuse the  
three. Approved.

**AGENDA:**

Carol moved, Martha seconded, to accept the  
Agenda adding Sherwood to Pending Business,  
l e.

**MINUTES:**

Jeanne moved, Carol seconded, to accept Board  
Minutes of April 19, 1993. Approved.

**BRIEF PUBLIC  
COMMENTS:**

Carolyn Robbins, Sherwood Branch Supervisor,  
welcomed the Board to the Sherwood Library.

**FINANCES:**

- A. No Financial Report.
- B. Jeanne moved, Martha seconded, to approve  
payment of Vouchers 3641-3657. Approved.

**PENDING  
BUSINESS:**

- A. Reports from central and branch liasions:
  - 1. Coldwater - Coldwater Public Library  
Advisory Board sent their April 20,  
1993, Board Minutes with a request to  
have an accounting of interest earned  
from the Endowment Memorial Fund invest-  
ment.
  - 2. Bronson - Class trips have been going  
on at the Bronson Library during which  
Carole's display of shells has led into  
invitations to the Summer Reading  
Program.

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3. Quincy - Quincy Library has ended pre-school story hour sessions with a party of 22 children and their moms and grandmas. Linda will turn in bids for painting and carpeting.
4. Union - Union is status quo and happy to be beyond the Contract signing.
5. Sherwood - Carolyn reported that school visits brought new registrations. She will soon be going to the schools to introduce the Summer Reading Program and she eagerly is looking forward to the Petosky workshop. A new bookdrop is in the works as are new lights, tile and an area rug, desk and work area. Also looking to have a copier and a fax machine.

B. Branch Service Contracts:

1. Bronson Township and Bronson City signed. Carol moved, Jeanne seconded, to approve the Final Draft of the Bronson contract to include the City. Approved.
2. Jeanne moved, Carol seconded, to accept addition in item 15 regarding Plan Of Service added to Quincy's Contract. Approved.
3. Sherwood has signed the Contract with no changes.
4. Several things with Algansee make it an exception to the concept of a BDLS branch. If John Shilling, Township Supervisor, doesn't come back from Township Board meeting wanting to support a library, then BDLS can contract with the Doves as long as Gwen is an employee of BDLS.

- C. Audit report will be given by Dart & Rumsey at Special Meeting, Monday, May 24, 1993 at 4:00 p.m.

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D. Director's report:

1. Personnel: Director recommends accounting firm's Option 3 coupled with bookkeeper Option 2. (See Accounting Proposal from Dart & Rumsey.) Carol moved, Martha seconded, to accept Letter Of Engagement from Dart & Rumsey, dated May 10, 1993. Approved.
2. The BDLHEA Contract was ratified, 20-2 May 14, 1993. Dee feels it has been a very serious attempt to do the right thing and to keep everyone working.
3. Woodland's report:
  - a. State Aid funding cut may result in budget adjustments.
  - b. Fax application will yield at least three free machines. Dee will ask for five.
  - c. Automation is set back due to "deduping" process not being completed until April, 1994, but that gives BDLs the time to be ready.
  - d. A Myers Briggs In-Service will be held May 21, 1993, from 8:30 to 12:30 for all employees. This is a personality indicator of how a person functions and relates to work and is used as a managerial tool.
  - e. Starting June 14, 1993, summer hours on Tuesdays and Wednesdays at Central library will be adjusted to 6 PM closing instead of 8 PM.

**NEW BUSINESS:**

None.

**INFORMATIONAL  
ITEMS:**

- A. April Service Report noted. Collection of statistics will be redefined.

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**EXTENDED PUBLIC  
COMMENTS:**

Statement was made by Sherwood Supervisor of interest in whole Board process - not knowing what all had to be dealt with.

**ADJOURNMENT:**

Meeting adjourned 6:43 p.m.

Submitted by:

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, 10 East Chicago St., Coldwater, MI 49036. 517-278-2341 FAX 517-279-7134.

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