

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JULY 19, 1993
BRONSON TOWNSHIP LIBRARY
4:25 p.m.

- PRESENT:** Richard Sharland, Jeanne Berg, Bill Stewart, Vivian Slisher and Dee Knapp.
- ABSENT:** Carol Brown, Tim Miller, Martha Hamp. Jeanne moved, Vivian seconded, to excuse absent board members. Approved.
- AGENDA:** Jeanne moved, Vivian seconded, to accept the Agenda adding G to Director's Report: Telephones-Bronson, Union and Quincy and adding #3 under NEW BUSINESS: MLA Funding Task Force Recommendations. Approved.
- MINUTES:** Vivian moved, Jeanne seconded, to accept Board Minutes of June 21, 1993. Approved.
- BRIEF PUBLIC COMMENTS:** None.
- FINANCES:**
1. Dee stated that some corrections would be made to adjust items listed under District expense to Coldwater. These expenses really are Coldwater Library expense.
 2. Approval of bills: Bill moved, Jeanne seconded to approve payment of Vouchers with the addition of a) Dean Insurance-Board Liability Policy \$2,300; b) Painting Bid (Quincy) 50 % of bid \$991.; c) Carpeting Bid (Quincy) 50% of bid \$1,483.; d) Dart & Rumsey - final audit expense and clearing up past bookkeeping problems \$8,615. Approved.
- PENDING BUSINESS:**
1. Audit Report. - Dee stated that final audit report presented to replace draft copy has no real additions and no changes in figures. Page three (3) was added, breaking down the Trust Fund account. Bill moved, Jeanne seconded, to accept final audit report. Approved.

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2. Reports from central and branch liasions:

- a. Bronson: Working on getting additional lighting. Wall in building that was repaired is starting to "bubble again" and City Manager is asking person who fixed it, to work on it again. Branch District is also working on lawn and utility bills to see how City and Township will share these expenses. Concerns in future include ADA laws and making a handicapped entrance. Dee stated that possible grant monies are available and will be looked at as a way to cover this expense.
- b. Quincy: Dee discussed memo from Carol - concerned if we loose Allen penal fine money, if hours would be cut in Quincy or if District would pick up the difference; they have three bids on carpeting and two for painting; 181 children are signed up for the Summer Reading Program; Pet Parade was a success with over 60 entries; Dee is working with them regarding Renee's vacation time concerns.
- c. Union: none.
- d. Coldwater: none.

3. Director's report:

- a. Dee discussed the Library of Michigan Telefacsimile Project for free fax machines for the Bronson, Quincy and Union libraries. (Copy of Board Resolution attached.) Bill moved, Jeanne seconded, to adopt the Resolution and submit request. Approved.
- b. Dee discussed and asked for support for the LSCA Title I Grant regarding "Access To The World". This would provide access to Internet local telephone nodes. Grant would cover the first year's expenses of \$6,000. The District Library would then market the program to sell to users to recoup future costs. (Copy of Grant Proposal is attached.)

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Grant would include connection, hardware, modem, software, marketing and training. 1995 would be the soonest the library would need to fund the program. Jeanne moved, Vivian seconded, to support the Grant. Approved.

- c. Dee discussed several personnel issues. Dee stated that the library received a letter from Catherine Jansen concerning her feelings that she should be paid additional sick time and vacation time not already paid to her. Dee stated that a letter was sent to her stating that the library was checking records and until records are accurate, the library would decide on her concerns at that time.

Dee also announced that Greg Hager has turned in his resignation effective August 9, 1993. He will be moving to Evansville, Ind. Dee will look into policies to determine if any gift from library is based on years of service, etc.; otherwise, staff is planning a potluck and collecting for a gift.

Dee also discussed ways to replace the position left by Greg. Because of the plans for automation, she is looking at replacing the position with a MLS librarian and becoming project manager for the automation project. (See attached "considerations for librarian job description".) After discussion the board supports Dee becoming project manager and hiring a MLS librarian.

- d. Algansee Service Contract - Dee stated that the contract has been signed but she has not received it yet.
- e. Dee discussed an article on library administration and management on the role of the library in the future.

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- f. Blue Cross - Dee stated that the change in coverage re the BDLHEA's proposal will be effective 9-1-93.
- g. Telephones - Dee stated that the cost of the telephones in Bronson, Quincy and Union are not spelled out in the contracts as to who is responsible for this operational expense. If townships are not going to pay for this expense, then the library will need to be aware of this for future business. Dee will look into actual expense and possible ways of cutting future expenses. Bill asked if the library uses these phones exclusively and suggested we table this issue until the August board meeting to make any decision. Bill asked Dee to check other district libraries to see how they handle this issue. Bill moved, Jeanne seconded, to table this issue. Approved.

NEW BUSINESS:

✓ 1. Automation

Dee presented current time line plans for automation, (attached.) Bill moved, Vivian seconded, to accept recommendations from Director for the general financial plans for the proposed automation funding, including the breakdown in branch funding from their capital improvement projects funds. Approved.

2. Petty Cash

Bill moved, Jeanne seconded, to adopt the financial procedures (attached) regarding the handling of income and petty cash for the Union township branch. Approved.

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3. MLA Library Association Funding Task Force Resolution (attached). Bill moved, Vivian seconded to support efforts of task force to seek stable and adequate financial funding for public libraries in Michigan. Approved.

INFORMATIONAL
ITEMS:

Monthly Service Report, June, 1993.

EXTENDED PUBLIC
COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned 6:15 p.m.

Submitted by:

Jeanne Berg
Acting 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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