

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
APRIL 18, 1994
CENTRAL LIBRARY
4:10 p.m.

- PRESENT:** Richard Sharland, Jeanne Berg, Marilyn Ashdown, Jeanne Unterkircher, Martha Hamp, Tim Miller, Bruce Guy, Reference Librarian, & Dee Knapp, Director.
- ABSENT:** Carol Brown.
- AGENDA:** Jeanne Berg moved, Jeanne Unterkircher seconded, to approve the Agenda as submitted. Motion carried.
- MINUTES:** Martha Hamp moved, Marilyn Ashdown seconded, to approve the minutes as submitted of the March 21, 1994, Board meeting. Motion carried.
- CORRESPONDENCE:** None.
- BRIEF PUBLIC COMMENTS:** None.
- FINANCES:**
1. Financial Statement as prepared by Rumsey & Watkins: The Capital Projects Fund shows all taxes that have been collected up to this point. There are two elements-one is automation money and one is local use money. Director Knapp has a concern in that at this time we are \$45,000 short in our millage collection. Penal fines for this month are where we predicted them. 20% State Aid is exactly what we should have at this point. Projections for expenditures look good. Tim Miller moved to accept the Financial Statement and place on file. Seconded by Jeanne Berg. Motion carried.
 2. Approval of bills: After some discussion, Tim Miller made a motion to pay the bills, supported by Marilyn Ashdown. Motion carried.

-con'd.

DRAFT

3. Penal Fines Chart: The column to be noted is the "county" column, not the "library column" because that is what is reflected in the Financial Statement.

**PENDING
BUSINESS:**

1. Branch liaisons reports:
 - a. Coldwater Public Library Board will meet on April 26 at 4:00 p.m.
 - b. Bronson: Jeanne Unterkircher reports status quo.
 - c. Quincy: Jane Baldwin commented that the Quincy Library's gas bills have been drastically reduced since the installation of the new furnace.
 - d. Union: Status quo.
 - e. Sherwood: Status quo.

NEW BUSINESS:

1. Director's report:

The Read Around Town elementary reading program was impressive. There were 57,000 links in a chain which was wrapped around the Central Library 27 times. Knapp thought it was well organized, an excellent idea and attracted quite a bit of community attention.

- a. Personnel:

1. Knapp stated that Stephanie Davis of the Bronson Branch was selected as April's Employee of the Month. She has been doing an amazing job working double duty helping to keep the library running.
2. Letter of resignation - Dee Knapp. Knapp explained to the Board that it was difficult for her to reach this decision because of her appreciation of the Board's confidence and support in achieving 1993 goals. She reviewed those goals and recalled all that has been accomplished. She does not feel that she can continue to do the job and give 100% because of her husband's health.

-Con'd.

DRAFT

She outlined goals for 1994 which are: writing and approving an Administrative Policy, selecting a vendor and beginning automation, implementing the Merit Plan, investigating sources for building upkeep, Internet and the KCC Contract. Discussion followed concerning Knapp's decision and how to find a replacement. Jeanne Berg will chair a search committee to find a replacement with Richard Sharland and Carol Brown. Jeanne Berg made a motion to accept the resignation with deep regret but understanding of the situation. Tim Miller seconded. Motion carried.

c. Approval of summer hours:

1. Knapp recommended that beginning June 6 and ending Aug. 22, the library close on Sundays and close at 6 PM two nights a week. She handed out the following schedule for Board approval:

Monday:	10-8
Tues.	9-6
Wed.	9-6
Thurs.	9-8
Fri.	9-5
Sat.	9-4
Sun.	Closed

Tim Miller made a motion to accept summer hours, seconded by Martha Hamp. Motion carried.

Director Knapp referred to two paragraphs in the BDLHEA Contract to consider because of cutting Sunday's 16 hours (4 people working 4 hours): Page 3, Section F, and Page 4, Article V, Section C. The Board authorized Dee Knapp to begin discussion with the Association regarding temporary reductions this summer.

2. Recommendation of automation vendor - Bruce Guy.

Knapp reported that she and Bruce have been attending meetings on Internet.

-Con'd.

DRAFT

Internet is close to becoming a "fait accompli" although no one has talked about a time line. Dee explained that Monroe County will be the host site and we will have four dial-in access points for the public. Bruce is on a task force called Branch County Intermediate School District Technical Committee. Schools within the next year will be connected to fiber optics. A grant will bring the possibility of the library being a local node with the intent to give broad access to rural libraries.

Bruce reported that the two proposals he has received from Dynix and Gaylord are pretty equal. One big difference is in the annual maintenance fee. He has also been in consultation with DataServe from Farmington Hills, MI., about telecommunications for the network. Bruce recommends negotiating with Gaylord and DataServe. There are three components to the project - hardware, software and telecommunications. Contract negotiations with the vendor are set for May 16 and 17.

Director Knapp recommended that the Board approve negotiating with Gaylord and to have flexibility to negotiate with DataServe or Gaylord for telecommunications. Tim Miller made a motion to support the recommendations, seconded by Marilyn Ashdown. Motion carried.

3. Presentation of bank bids for automation:

Knapp explained that we have received bids from the three banks we sent our letters to which outlined the total we would be borrowing, the repayment schedule and the use of it. She recommended the lowest bid. After discussion, Tim Miller moved that we accept the bid from Century Bank & Trust, supported by Marilyn Ashdown. Motion carried with Jeanne Berg abstaining.

INFORMATIONAL

ITEMS:

1. Monthly Service Report, March, 1994.
Dee commented it is running about the same.

-Con'd.

DRAFT

Page Five
BDLS Board Minutes
April 18, 1994

**EXTENDED PUBLIC
COMMENTS:**

Employee Judy Deeren was present and stated that she was surprised that Dee Knapp is resigning and she felt that the staff is going to feel as bad as she does. She remembered that a previous applicant could not give a long-term commitment and thought that should be a consideration in seeking Knapp's replacement. She stated that the staff would like to be included if the Board is planning a party for Dee.

ADJOURNMENT:

5:55 p.m.

Submitted by:

Approved by:

Jean K. Swain
Jean Swain
Recording Secretary

Carol Brown (dk)
Carol Brown
BDLS Board 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.

DRAFT