

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
JUNE 20, 1994  
CENTRAL LIBRARY  
4:10 p.m.

**PRESENT:**

Richard Sharland, Jeanne Berg, Marilyn Ashdown, Jeanne Unterkircher, Carol Brown, Tim Miller, Director Dee Knapp & Christie Kessler, Librarian.

**ABSENT:**

Martha Hamp.

**AGENDA:**

Tim Miller moved, Carol Brown seconded, to approve the Agenda as submitted. Motion carried.

**MINUTES:**

Marilyn Ashdown moved, Jeanne Unterkircher seconded, to approve the minutes as submitted of the May 23 Board meeting. Motion carried. Tim Miller moved, Carol Brown seconded, to approve the minutes of the Director Search Committee Meeting May 23. Motion carried. Tim Miller moved, Jeanne Unterkircher seconded, to approve the minutes of the Special Board Meeting June 4, 1994. Motion carried.

**CORRESPONDENCE:**

None.

**BRIEF PUBLIC  
COMMENTS:**

None.

**FINANCES:**

1. Financial Statement as prepared by Rumsey & Watkins: Knapp reported that at this time we have received all our income from taxes but are short of budget projections. We are going to be close with penal fines but Knapp thinks we are going to be alright.  
Expenditures: Knapp pointed out savings in salaries from vacant positions and from reduction of summer hours.  
Carol Brown moved to accept the Financial Statement, supported by Tim Miller. Motion carried.
2. Approval of bills: Tim Miller moved to approve the payment of bills as presented, seconded by Jeanne Berg. Motion carried.  
Con'd.

**DRAFT**

3. Penal fines chart: Knapp had a discussion with Judge Coyle and reports that we are doing fine with penal fines. Judge Coyle thinks we are not going to benefit from the transfer of District Courts to State funding since court generated county monies will also be transferred to State control. There are many questions still unanswered.

**PENDING**  
**BUSINESS:**

1. Report - Director's Search Committee: Jeanne Berg reported that the committee did meet with three candidates. The position was offered to Mary Cary who did not accept it. Mary Hutchins has been offered the position and we are waiting to hear from her later this week. Discussion followed regarding the possibility of interviewing again.
2. Appointment of Acting Director - Christie Kessler was present and stated that she is unable to accept the position due to her responsibilities of preparing to automate the collection. After further discussion, Jeanne Berg moved to appoint Bruce Guy as Acting Director and to pay him at the top of the Librarian pay scale until such time as the new Director officially begins. Tim Miller seconded the motion. Motion carried.

Knapp offered to come in to help with financial and contract issues during the summer. Jeanne Berg moved, supported by Carol Brown, to have Knapp come in to consult and advise as needed and to be paid her hourly rate based on current salary. Motion carried.

3. Reports from central and Branch liaisons:
  - a. Coldwater: Will meet July 26.
  - b. Bronson: Jeanne Unterkircher happy to report bushes are trimmed and planting is done.
  - c. Quincy: Status quo with the Summer Reading Program very busy.
  - d. Union: Room dividers were received.
  - e. Sherwood: Working on capital improvements.

Con'd.

**DRAFT**

NEW BUSINESS:

1. Director's report:
  - a. Gaylord contract status:

We should receive the contract within the month. Knapp recommended that the contract not be signed until the new Director is retained. We have one year in which to sign.
  - b. DataServ contract: Knapp and Guy met with GTE and DataServ representatives last week. Alternative ways were discussed because 56K leased line charges were double what was thought. The motion that was made at the May 23 Board meeting to accept the \$51,988 proposal may have to be reconsidered. Fiber optics options were discussed.
  - c. Furnace maintenance contract: We have received estimates from local companies: Wil-Mac, Pawloski, Kirk Skinner Heating & Cooling and Karney. Knapp recommended canceling the agreement with Allied Mechanical, the present contractor, and accept one of the local contractors. After discussion of the bids, Tim Miller moved to terminate our agreement with Allied Mechanical and no longer call them for service needs. Carol Brown seconded. Motion carried. Motion to contract with a local company tabled until next meeting.
  - d. StructureTec report: Knapp encouraged the Board to look over photographs from StructureTec which show the roof problems. The total cost of what needs to be done is \$13,150. A report from StructureTec was given to each board member to study.

Knapp stated that her last day will be Friday, June 24. She is presently working on the Administrative Policy. We are showing a better return rate on overdues and our circulation is running 5% ahead. Program activity in Kids place is double and attendance by children is triple the same time last year.

-Con'd.

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2. Mission Statement -  
Tim Miller and Marilyn Ashdown will be working on the Board's Mission Statement after Board discussion.

**INFORMATIONAL  
ITEMS:**

There is a reception planned for Knapp on Friday, June 24 at 5 P.M. in the meeting room.

**EXTENDED PUBLIC  
COMMENTS:**

None

**ADJOURNMENT:**

5:45 P. M.

Submitted by:

Jean K. Swain  
Jean Swain  
Recording Secretary

Approved by:

Carol A. Brown  
Carol Brown  
BDLS Board Secretary

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