

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

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

- PRESENT:** Richard Sharland, Jeanne Unterkircher,  
Carol Brown, Martha Hamp and Bruce Guy,  
Acting Director
- ABSENT:** Jeanne Berg, Tim Miller and Marilyn Ashdown.
- AGENDA:** Carol Brown moved, Unterkircher seconded, to  
approve the Agenda as submitted with the addition  
of Pending Business 3: Structure Tec Report on  
roof and New Business f: Telecommunications  
Proposal, GTE. Motion carried.
- MINUTES:** Carol Brown moved, Martha Hamp seconded, to  
approve the minutes as submitted of the  
June 20, 1994, Board meeting. Motion carried.
- CORRESPONDENCE:** Bruce Guy read a letter from the Library of  
Michigan stating State Aid to libraries will  
increase by 21.2% for fiscal year 94/95.
- BRIEF PUBLIC  
COMMENTS:** None.
- FINANCES:**
1. Financial Statement as prepared by Rumsey &  
Watkins: After discussion, Carol Brown  
moved, Jeanne Unterkircher seconded, to  
accept the Financial Statement for the  
month of June, 1994. Motion carried.
  2. Approval of bills: After discussion it  
was decided to request a chart of account  
numbers and to have the account number  
on each bill. Jeanne Unterkircher moved  
to pay bills as submitted, seconded by  
Martha Hamp. Motion carried.
  3. Penal fines chart: The actual penal  
fines should be \$14,085.50 instead of  
the \$865 showing on the enclosure.

-Con'd.

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PENDING  
BUSINESS:

1. Appointment of Director:  
Discussed the Memorandum of Understanding with Mary Hutchins which offers a 16 month agreement at \$36,225/yr. plus \$2,000./yr. toward Deferred Comp. plan. Carol Brown moved that the Board offer this Memorandum of Understanding to Mary Hutchins, seconded by Jeanne Unterkircher. Motion carried.
2. Reports from central and Branch liaisons:
  - a. Coldwater: Will meet July 26 at 4 PM. Microfilming of 55 rolls of newspapers from the Daily Reporter's films has been completed.
  - b. Bronson: Summer Reading Program has 120 children participating.
  - c. Quincy: Appreciated getting a report on Allen penal fines. Surge protectors were installed to protect the phone line during storms. There is a very busy Summer Reading Program with 80 children finishing.  
There is a vacancy on the Quincy Library Board and names are being gathered to fill the position. Township Supervisor Max Zimmerman and Jane Baldwin are working on a grant for handicap accessibility, roof and work area enlargement.
  - d. Union City: Are having an active Summer Reading Program.
  - e. Sherwood: Status quo.
3. Structure Tec report on roof:
  - a. After discussion, it was decided to table this until the next meeting.

NEW BUSINESS:

1. Report on Strategic Planning Conference -  
On June 23rd, Richard Sharland attended a conference in Grand Haven, MI., about steps to take to implement long range planning. Further discussion will follow after Mary Hutchins begins as Director.
2. Acting Director's (Bruce Guy) report:
  - a. Gaylord contract: We have received our preliminary contract. The price at this time is \$105,981, but this may change due to credits available. Richard Sharland will sign the contract after it is reviewed by our lawyer. Discussion followed after Bruce Guy's explanation

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- b. DataServ Contract:
    - 1. Discussion of Letter of Intent-  
(Letter of Intent was disregarded.)  
Bruce Guy explained a third Alternative (C) available at a lower cost which offers flexibility compared to Alternative A. Alternative C gives us the capability to connect to the school's fiber optic system. Carol Brown moved that after reviewing DataServ, we drop Alternative A and go with Alternative C. Supported by Martha Hamp. Motion carried.
  - c. Statewide Internet Access Program:  
Grant monies are available to apply for at two levels. We are utilizing this now for Internet access. If there is money left, we can request an access computer for one of the branches. Bruce will fill out a grant proposal.
  - d. Change in parking lot use:  
Beginning August 1 library employees will be prohibited from parking in the Hudson St. parking lot. Employees will have to park in the Pearl St. lot.
  - e. Liability insurance policy:  
Discussed clauses of exclusions in the library's liability insurance coverage.
  - f. Telecommunication Proposal, GTE:  
Bruce Guy explained GTE Centranet Service which is a cooperative phone network between the Branch District Library and the Branch County School System, resulting in lower monthly phone rates. Carol Brown made a motion to switch from our present phone set-up to Centranet. Supported by Jeanne Unterkircher. Motion carried.
3. Review of policy for accepting material donations:  
After discussion, it was decided to amend the present policy and table it until the next board meeting.

con'd.

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INFORMATIONAL  
ITEMS:

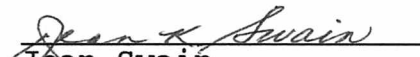
1. A refrigerator is needed for the staff room and permission was given to try to locate one.

EXTENDED PUBLIC  
COMMENTS:

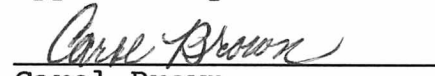
None

ADJOURNMENT: 6:30 P. M.

Submitted by:

  
Jean Swain  
Recording Secretary

Approved by:

  
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.

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