

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
SEPT. 19, 1994
CENTRAL LIBRARY
4:10 p.m.

- PRESENT:** Richard Sharland, Carol Brown, Martha Hamp, Marilyn Ashdown, Jeanne Berg and Bruce Guy, Reference Librarian
- ABSENT:** Tim Miller and Jeanne Unterkircher
- AGENDA:** Carol Brown moved, Jeanne Berg seconded, to approve the Agenda as submitted. Motion carried.
- MINUTES:** Marilyn Ashdown moved, Martha Hamp seconded, to accept the minutes as submitted of the Aug. 15, 1994, Board meeting. Motion carried.
- CORRESPONDENCE:**
1. Letter from Bronson Township Board asking if any grants are available for Bronson library exterior painting and replacement of outside light globes. After discussion of possibilities such as local grants, community foundations, service club's raffles and directories, Richard Sharland stated he will work with Director Hutchins on this matter.
 2. Letter, Woodlands Library Cooperative, So. Mich. Region of Cooperation re membership contract renewal. See New Business, 4.
- BRIEF PUBLIC COMMENTS:** None.
- FINANCES:**
1. Financial Statement as prepared by Rumsey & Watkins: Budget projections will probably be ready for the next board meeting. Carol Brown moved, Jeanne Berg seconded, to accept the Financial Statement as submitted. Motion carried.
 2. Approval of bills: After discussion of the Baker & Taylor account, the use of their invoice numbers and how it affects our Branches, Martha Hamp made a motion to pay the bills as submitted, seconded by Marilyn Ashdown. Motion carried.

-con'd.

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3. Penal fines chart: It was noted that to date we have received 69% of the amount we received last year. \$185,000 was projected in the budget for this year.

**PENDING
BUSINESS:**

1. Furnace maintenance: Skinner Heating & Cooling contract: After discussion, Carol Brown moved that we go ahead with Skinner Heating & Cooling proposal and ask that his certificates of insurance for liability and worker's comp. be placed on file. Supported by Jeanne Berg. Motion carried. Dates on the contract will be changed to read "September, 1994 to August, 1995".
2. Contract for roof repair: Carol Brown reminded the Board that on August 15 a motion was made to go with Structure Tec. She has since studied the matter further and tried to confirm what we were getting for the \$13,150 cost estimate from Structure Tec. Structure Tec has not returned Richard Sharland's calls. Carol Brown called Bracy & Jahr of Quincy to give us an estimate for the masonry work and Braman Roofing of Hillsdale, Mi. for roof repairs.

Bracy & Jahr have worked with Braman Roofing on many jobs in this area. Bracy & Jahr are probably the number one masonry contractors in So. Mich. Both met with Sharland, Brown and Guy for a study of the building and the pictures Structure Tech had made of the roof problems.

Braman offered to fix the leaks for \$825 and Bracy & Jahr will do the pointing for \$2,480 in the areas the board discussed previously. Bracy will remove and replace the oval window in the dormer area for approx. \$1,400. The eavestroughs will be cleaned along with repair of the leaks. Bracy & Jahr did the original masonry work on the addition.

Carol Brown moved to rescind her motion of August 15 concerning Structure Tec, supported by Martha Hamp. Carol Brown moved that we go ahead and take the proposals of Bracy & Jahr of Quincy, Mi. and Braman Roofing Co. of Hillsdale, Mi. to do the masonry work and the roofing repairs. Marilyn Ashdown seconded. Motion carried.

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The work will be finished in October.

(Chenoweth Roofing from Three Rivers, Mi. did the original roofing on the addition.)

3. Kellogg Community College Contract, Bruce Guy: The \$5,975 total cost to K. C. C. which Dee Knapp negotiated, is reasonable. We will be getting paid for services we have provided in the past. This is a 3 year contract with one year renewals that either party can cancel with 90 days notice. Jeanne Berg moved to have Richard Sharland go ahead and sign the contract pending Director Hutchins' and legal counsel's approval. Also, if the Director or legal counsel make a change that doesn't affect the overall contract, to have Sharland go ahead and sign it. Carol Brown seconded. Motion carried.

4. Reports from central and Branch liaisons:

- a. Coldwater: Bruce Guy reported we have the access to "MichNet", the Michigan portion of Internet, hooked up, with 14 of the 16 lines in. We have 90% of the computer equipment from Gaylord delivered. Bruce has been working to reorganize and move furniture. We have made the initial 10% payment to Gaylord. DataServ will be in the week of October 10. In talking to Gaylord's installation people, because Bruce is knowledgeable about the equipment, Gaylord will advise him over the phone how to set up the computers, saving potentially \$1,800 in installation fees. However, the savings may possibly be offset by computer software which will be needed to operate the computers. Bruce will be working to clarify this.

Bruce plans to bring up the roofing repair costs at the Coldwater Public Library Board meeting on October 25, since the Board volunteered to help. Richard Sharland will try to attend to explain the repairs.

- b. Bronson: Bronson has the same problems with book orders as Union. Bruce explained that to help our branches with their book ordering, we will try to get them to use a CD-ROM disc.

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Right now they are ordering books using outdated information. The discs are put out every month and would be rotated so no branch would be more than six months behind. It would project future books coming out. We will have centralized ordering eventually, so we will know what books are available throughout the system. Discussion followed about the way the books will be ordered using the new automated system.

- c. Quincy: Did not have a Board meeting. Jane Baldwin commented on the beautiful exterior oak doors that were donated and installed. The glass, handles and hinges from the old doors were saved and installed on the new doors. Bernard Friend worked on the project and stained them.
- d. Union: The problems with Baker & Taylor book ordering at Union were mentioned during the discussion and approval of bills.
- e. Sherwood: Status quo.

NEW BUSINESS:

- 1. a. Gaylord update by Bruce Guy, Reference Librarian: Please see Page 3, Coldwater liaison report.
- b. DataServ update: Same as above.
- 2. Appoint representative to Woodlands Library Cooperative Governing Board: Tim Miller cannot serve due to a conflict with school activities and withdrew as our representative. Carol Brown moved that since Tim Miller cannot be the representative because of conflict, she would like to appoint Richard Sharland. Martha Hamp seconded. Motion carried. The Governing Board meets six times a year and gives the representatives a preview of what's ahead in library service.

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3. Woodlands Library Cooperative Service Contract: Carol Brown made a motion to renew the WLC Service Contract, supported by Marilyn Ashdown. Motion carried.
4. So. Mich. Region of Cooperation membership contract: Jeanne Berg moved, seconded by Martha Hamp, to renew the SMROC membership contract. Motion carried.
5. Library Board and staff picnic:
There will be a picnic to welcome Mary Hutchins by the board members and staff with spouses and children invited on Saturday, October 8, from noon to 5, at Richard Sharland's home on Culver Road. Turkey, beverages, dessert and table service will be furnished. There will be games, badminton, horseshoes and a hayride. There will be a sign-up sheet for food in the library's staff room. People will need to bring lawn chairs.
The library will close at noon so that people scheduled to work will be able to attend.

**INFORMATIONAL
ITEMS:**

On behalf of the Board, Richard Sharland thanked Bruce Guy for acting as Director.

**EXTENDED PUBLIC
COMMENTS:**

None.

ADJOURNMENT:

6:00 P. M.

Submitted by:

Jean K. Swain
Jean Swain
Recording Secretary

Approved by:

Carol Brown
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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