

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
JANUARY 16, 1995  
CENTRAL LIBRARY MEETING ROOM  
4:10 p.m.

**PRESENT:** Marilyn Ashdown, Jeanne Berg, Carol Brown,  
Martha Hamp, Richard Sharland, Tim Miller, Jeanne  
Unterkircher and Director Mary Hutchins.

**ABSENT:** None.

**ALSO PRESENT:** Dick Smolinski, BDLHEA rep., and Bruce Guy,  
Reference Librarian.

President Sharland called the meeting to order at  
4:12 p.m.

**APPROVE AGENDA:** Miller moved, seconded by Brown, to approve the  
Agenda with the following change: #1 under New  
Business will become: "Resolution Amending  
Prior Resolution Concerning Installment Purchase  
Agreement and Acquisition of Property". Motion  
carried.

**APPROVAL OF  
MINUTES:** Hamp moved, Ashdown seconded, to approve the  
Minutes of the Dec. 19, 1994, Board Minutes as  
submitted. Motion carried.

**CORRESPONDENCE:** Director Hutchins read a letter from Carole  
Maddox, Bronson Branch Manager, thanking the  
Board for their support.

**BRIEF PUBLIC  
COMMENTS:** None

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**FINANCES:**

No financial statement or bills for approval prepared this month due to preparation of audit.

3. Penal fine chart noted.

**PENDING  
BUSINESS:**

1. Reports from central and branch liaisons:
  - a. Coldwater - January's Coldwater Public Library Board meeting was canceled.
  - b. Bronson - Jeanne Unterkircher stated that barcoding is continuing.
  - c. Quincy - Status quo.
  - d. Union - Status quo.
  - e. Sherwood - The branch staff meeting was held there on January 5. Hoping for new carpeting.

2. Director's report: Director Hutchins referred first to Bruce Guy for an automation report: Guy told the Board that the Paradox data base has been transferred. He is trying to make sure we have a good systems backup and working with the schools to find a way that they can share a data line with us. Barcoding is progressing in nonfiction.

Hutchins offered congratulations to Tim Miller and Carol Brown who were re-appointed to the Board.

- The Braman Co. worked on the roof on Dec. 30. The roof leak has been patched. The eaves will need re-lining and the window joints in Kids Place will be patched in the Spring.
- The decision has been made to put a hold on children's storytime due to the emphasis on automation. There has been a big demand for tours in Kids Place.
- Hutchins is still working with Mary Lopez on revising the Title VI Grant. On Jan. 12 she and Max Zimmerman, Quincy's Township Supervisor, attended a workshop at Library of Mich. on obtaining building grants. There is \$530,000 available.
- Hutchins explained the necessity of reviewing and reworking all circulation procedures before automation. Beginning Jan. 23 she will be working with the circulation staff to re-evaluate all procedures.

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- Since the Dec. Board meeting, Director Hutchins met with Mr. Havenga from Deyo & Assoc. concerning the inventory. Their proposal is for an initial cost of \$1,100 and a fee of \$150.00 for a yearly update. We will be talking about this toward the end of the year and perhaps one half could be budgeted this year and one half next year. The Coldwater Public Library is also planning to update their inventory.
- Hutchins reported that we will be losing important people when several members of the Library of Michigan staff retire soon.
- Ashdown commented that some teachers have mentioned to her how much they enjoy Hutchins' column in the Reporter.

**NEW BUSINESS:**

1. Resolution Amending Prior Resolution Concerning Installment Purchase Agreement and Acquisition of Property: Sharland explained that there was an misunderstanding about the bank "installment purchase agreement" due to the transition of library directors and a lack of communication. Berg suggested that a board member attend any such future negotiations with the director. The new interest rate is 5.2% instead of 4.2%. Miller moved, Hamp seconded to approve the Resolution Amending Prior Resolution Concerning Installment Purchase Agreement and Acquisition of Property. Motion carried. Roll call vote resulted in six Ayes, no Nays. Mr. VanDoren will draw up the papers.
2. Election of officers: Sharland turned the chair over to Director Hutchins who opened nominations for the office of President. Berg nominated Sharland for President with Ashdown seconding. Nominations closed. Upon unanimous vote, Sharland continues as Board President. Hutchins then entertained nominations for Vice President. Ashdown nominated Berg for Vice President, Miller seconded. Nomination closed. By unanimous vote, Berg continues as Vice President.

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Hutchins then asked for nominations for the office of Secretary. Sharland nominated Brown with Berg seconding. Nominations closed. Upon unanimous vote, Brown resumes her office as Secretary. Hutchins turned the meeting back to Sharland who thanked the Board for their support.

3. Committee appointments: Sharland reappointed the members of the Strategic Planning Committee: Miller, Chairman, with Berg and Sharland as ex-officio members. No other committees will be appointed at this time.
4. Proposed Policy On Sale Of Used Property And Equipment: After a long discussion of the policy, Berg moved to approve the Policy with recommended changes. Brown seconded. Motion carried. Hutchins will redraft the Policy for the February Board meeting.
5. Proposal - Capital Projects Fund. This proposal was prepared to question and define the purchase of small equipment being charged out to the Capital Projects Fund. Board approval of the Policy For Capital Project Fund was given at the March 21, 1994, meeting. It states that since there is no line item in the budget for equipment, this fund can be used to purchase small equipment.

After discussion, Miller moved, Ashdown seconded, to approve the expenditure of a new photocopier and take it out of the Capital Projects Fund. Motion carried.

(Reference was made to the July 19, 1993, Board Minutes, page 4 "New Business, 1. Automation" and the March 21, 1994, Board Minutes, page 3, "New Business, 1. Approval of Policy for Capital Project". Copies attached.)

Discussion concerning the branches' shares in the Capital Projects Fund suggested waiting until this Spring to study the situation.

Hutchins will address the Administration Policy as soon as possible. The Board will further discuss the Capital Projects Fund at the February meeting.

**INFORMATIONAL**  
**ITEMS:**

Miller stated that the City of Coldwater is having a Parliamentary Procedures Workshop in Feb. He thinks learning about parliamentary procedure would be a good idea for the Board to consider.

Free Internet workshops will be held at five different sites during Feb. and March. (See attached write-up.)

A Strategic Planning Comm. meeting will be held Monday, Jan. 23, at 7 p.m. with Berg, Miller and Sharland attending.

**EXTENDED PUBLIC**  
**COMMENTS:**

None.

**ADJOURNMENT:**

Meeting adjourned at 5:52 p.m.

Submitted by:

Jean K. Swain  
Jean K. Swain  
Recording Secretary

Approved by:

Carol Brown  
Carol Brown  
BDLS Board Secretary

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