

public

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
FEBRUARY 20, 1995
CENTRAL LIBRARY MEETING ROOM
4:10 p.m.

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

ABSENT: Marilyn Ashdown (excused).

ALSO PRESENT: Linda Hudson, BDLHEA rep., and Bruce Guy,
Reference Librarian.

President Sharland called the meeting to order at
4:10 p.m. and wished Marilyn Ashdown well on her
surgery.

APPROVE AGENDA: Brown moved, seconded by Unterkircher, to approve
the Agenda with the following change: Under
New Business add #3 "Letter to Rep. Nye re
HB 4004. Motion carried.

**APPROVAL OF
MINUTES:** Miller moved, Berg seconded, to approve the
Minutes of the Jan. 16, 1995, Board Minutes as
submitted. Motion carried.
Berg moved, Unterkircher seconded, to approve
the minutes of the Strategic Planning Comm.
meeting held Jan. 24, 1995. Motion carried.

- CORRESPONDENCE:**
- Director Hutchins received official notice from
Gaylord that the Galaxy System has been
established for us with a commencement date of
January 5, 1995.
 - Notice from the State of Michigan that libraries
that receive revenue from the Single Business Tax
will not be cut.
 - The Rural Library Conference will be held at
Gaylord April 5-7, with a Trustee workshop to be
held on Thursday, April 6 at a cost of \$25.
 - The MLA Public Policy Comm. is sponsoring a
workshop at the Library of MI on March 10,
"Effective Lobbying With Legislators".

-con'd.

**FINAL
DRAFT**

- Ruth Dukelow has resigned her position at the Library of Michigan to join the staff at the Michigan Library Consortium. She is a Copyright Specialist.

**BRIEF PUBLIC
COMMENTS:**

None

FINANCES:

No financial statement this month from Rumsey & Watkins due to Audit preparation.

1. Penal Fines chart noted.
2. After discussion, Berg moved, seconded by Miller, that the bills be paid as submitted.
Motion carried.

**PENDING
BUSINESS:**

1. Reports from central and branch liaisons:
 - a. Coldwater - February's Coldwater Public Library Board meeting was canceled for lack of a quorum. Next meeting planned for March 13, 1995.
 - b. Bronson - Jeanne Unterkircher stated that barcoding is continuing in non-fiction. Carole Maddox would like to give credit to Linda VanWormer, Union City librarian, for her help.
 - c. Quincy - Status quo. Two Advisory Board seats will be up for appointment in March.
 - d. Union - Status quo. Due to the possibility of an election, remodeling plans are on hold.
 - e. Sherwood - They are moving ahead with carpeting. Director Hutchins will be visiting there next week.
2. Director's report: Director Hutchins referred first to Bruce Guy for an automation report: Guy told the Board that the Feb. 4 Internet workshop went well with about 120 in attendance. He would like to have groups of 4 to 5 here for instruction. He is going to do a MichNet presentation at the Bronson Rotary on Feb. 22. We have many calls here regarding Internet. He is still working to set up a terminal here for public use.

-con'd.

**FINAL
DRAFT**

- Director Hutchins' report continued:
- Reported that Woodlands' Jim Seidl was proud of Bruce Guy's work at the Internet workshop on Feb. 4. Mr. Sharland mentioned that the workshop speaker was amazed at the interest in Coldwater toward Internet.
- Passed out the Activity Reports of our Librarians. Christie Kessler reports that bar coding has progressed into the 800s in non-fiction. We are working on withdrawing and adding new books to the data base which is a 3-part process to be finished before we can put terminals out for patron use. Kessler is developing procedures for handling duplicate copies, multi-volume sets and incomplete records. The data base will be called the OPAC (On-line public access) catalog. There is a need for another SuperCat work station.
- We are happy with our new copier in the workroom as is Carole Maddox with Bronson's new copier.
- Kessler is involved with the Friends of the Library, an ally for our strategic planning. Hutchins will speak to them in March.
- Working hard on centralizing the purchasing of supplies. We need some coordination on requisitions which will be stressed to the staff because of costs of processing purchase orders.
- Statistics show overdues at Central Library in January at 5.54%. Would like to have it down to 3% after automation.
- Still concerned about penal fines and is working on it through MLA.
- Meeting with the circulation staff regarding new procedures.
- Bruce Guy and Christie Kessler had successful evaluations and have been recommended for step increases.
- We had a hard drive "crash" on the QUILL computer long term memory. Guy set it all back up onto another computer.
- The Library of MI will have a computer grant for coops. Seidl from Woodlands is proposing that each library board keep \$500 from their automation budget for this year and hopefully after their budget year in October, they will get a group purchase to upgrade the LaPac computers.

-con'd.

**FINAL
DRAFT**

- The Internet training center in Jackson will have a grand opening on April 22 at 11 a.m.
- Offered to make up an "Action Agenda" for our Board meetings, showing what items need action.
- 3. Strategic Planning - Director Hutchins and Mr. Sharland met with Sheldon Stone and Mr. Grimshaw from SCORE in Kalamazoo to discuss where we want to go with strategic planning. Traditional and non-traditional methods of developing a plan were discussed at the meeting. Hutchins and Sharland have prepared statements to return to Mr. Stone and will set up another meeting.
- 4. Policy On Used Equipment - (See Minutes of Jan. 16, 1995.) After discussion, the new wording of the policy was approved.
- 5. Report on district library bidding and spending authority levels - Director Hutchins surveyed 8 district libraries in MI for information on their system of buying equipment. This is needed to become part of the Administration Policy. The Board is requested to study the findings to be addressed in four or five months.

NEW BUSINESS:

- 1. Budget revisions - Director Hutchins handed out the Audit prepared by Rumsey & Watkins. Mr. Rumsey was not able to attend today's meeting, but will attend in March. The financial statement will be available soon which will indicate the General Fund balance is \$13,000 higher than was anticipated. The difference came from salary lines which were vacant. After a long discussion, Miller moved, Hamp seconded, to transfer \$10,000 in excess revenue balance from 1994 into the book budget and to increase the line item in books by that amount.
- 2. National Library Week - "Pass The Buck" promotion. - Director Hutchins passed out postcards which can be filled out and returned.

con'd.

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3. Letter to Rep. Michael Nye: Hutchins had prepared a letter to Rep. Nye in support of HB 4004 which would give legal standing to library cooperatives in MI, enabling them to borrow money for buildings and other endeavors. Sharland signed the letter for mailing on behalf of the Board.

INFORMATIONAL
ITEMS:

1. Monthly Service Reports for January noted and discussed.
2. Penal Fines Chart

EXTENDED PUBLIC
COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned at 5:45 p.m.

Submitted by:

Jean K. Swain
Jean K. Swain
Recording Secretary

Approved by:

Mary J. Hutchins
Mary J. Hutchins for
Carol Brown, BDLS Sec'y.

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