

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

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

PRESENT:

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

ABSENT:

None.

ALSO PRESENT:

David Rumsey of Rumsey & Watkins, Bruce Guy, Reference  
Librarian, Sandy Cunningham, BDLHEA rep. & Jane Baldwin.

President Sharland called the meeting to order at 4:10 p.m.

APPROVE AGENDA:

Brown moved, seconded by Unterkircher, to approve the Agenda with the following changes: Place "Audit Report" and Bruce Guy's Report after "Approve Agenda" and add the following to New Business: 4. Survey for computer purchase, 5. Change in Blue Cross Blue Shield, 6. Change in long distance phone contract, 7. Issue of longevity, 8. Summer hours. Motion carried.

NEW BUSINESS:

1. Audit Report. David Rumsey from Rumsey & Watkins was present to give an overview of the audit and answer questions. With our present financial institution, we have FDIC insured funds of \$100,000 and uninsured of \$108,000. Because their cash management account is to our benefit, earning interest in savings, and as long as the Board reviews their annual financial statements and designates them sound, we should have no worry on this issue. Mr. Rumsey recommended adopting the budget using total revenues and total expenditures, not by "line item". He highlighted the balance sheet and the February Financial Statement. The capital improvement funds for branches were discussed and will be clarified by looking at documents and Branch Contracts. Miller moved, seconded by Brown, to accept the Audit and place on file. Motion carried.

-con'd.

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PENDING BUSINESS:

5. Bruce Guy's Report:

- Has been working on computers at our branches. Bronson and Quincy can now access the Gaylord data base. They are learning commands and need to research changes. Could not work on computer at Union because of shelving installation.

- We have received a high speed printer and have placed a server on order.

- Data Serv's installation costs are paid off.

- Looking at a server we are getting to combine with software for capability of Internet E-mail accounts. We may be able to serve more than 200 people. He is talking with schools as to how we can divide the costs. Will be trying out server software from Berkeley System Design, Inc. and will be running it on a p.c. with the same capability as a Unix machine.

- Our Merit access fee (for MichNet access) is paid through September. Jim Seidl, Woodlands Director, is working with Merit to make sure libraries have some control.

Tim Miller mentioned LINQ which filters Internet. It limits access and monitors usage.

Director Hutchins mentioned Internet access recommendations will be out probably in June from MLA.

APPROVAL OF MINUTES:

Miller moved, Ashdown seconded, to approve the Minutes of the Feb. 20, 1995, regular Board Minutes as submitted. Motion carried.

CORRESPONDENCE:

- Director Hutchins received good news from Gaylord that VanBuren District Library signed an agreement on the Galaxy which now gives us a credit of \$2,087.50 against the software account.

- Kalamazoo's library millage passed for library to receive the maximum 4 mills. Kalamazoo and Saginaw are the only two district libraries in the state now levying 4 mills.

- Received a bill for \$160 from Attorneys Howard & Howard for writing a letter in answer to an inquiry from Rumsey & Watkins regarding any outstanding bills from 1994.

- Internet Training Center grand opening in Jackson set for 11 a.m. on April 22.

- Received a letter from Library of Michigan Acting Director Jeff Johnson stating they believe state aid will stay at the 1995 level in 1996.

-con'd.

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**BRIEF PUBLIC COMMENTS:**

None

**FINANCES:**

1. Penal fines noted.
2. Bills for approval: Miller moved, seconded by Berg, to pay the bills as submitted. Motion carried.

**PENDING BUSINESS:**

1. Reports from central and branch liaisons:
  - a. Coldwater - March's Coldwater Public Library Board meeting was canceled for lack of a quorum.
  - b. Bronson - Jeanne Unterkircher stated that they have bids for painting outside and that Mr. Drust will repair the inside walls.
  - c. Quincy: Status quo.
  - d. Union - Will be closed for a few days to put up shelving and paneling.
  - e. Sherwood - The Township Board decided to install carpeting around the childrens' corner.
2. Director's report:
  - Bar coding picking up well. Branches will not be expected to barcode during their Summer Reading Program.
  - Met with school people. The chain around the library is still planned for April 13. In case of rain the program will be held inside.
  - Need to think of next winter's ice in the parking lot after an angry patron complained. We do salt the sidewalks.
  - We would like to get to the teachers and let them know what we have as far as automation. Could we plan something on an in-service volunteer day in August to include all county teachers? We also need alerts on assignments.
  - We may be canceling some newspapers and magazines to tighten the budget.
  - After inquiring to GTE, a pay phone here at the library is out of the question. We will allow the staff to call the BATA bus for the elderly. We want to discourage children from calling home. (We are charged 8 cents for every call.)
  - The Library Advocacy Training Workshop was very successful. Will talk more about legislation in the future. A handbook by Lisa Kinney is available from Director Hutchins. Also a copy of a library trustee guidelines book is also on loan here from Monroe.

-con'd.

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- The Rural Libraries conference will be attended by three clerks - Robbins, Johnson and Galvin. It is held every two years now. We want clerks to have every educational advantage.
- The Literacy Council has had funding problems.
- At Friends of the Library meeting last week, funding was discussed. They will slow down on the gardening project and help with other things.
- Weeding the collection extensively for preparation of barcoding.
- May have to re-evaluate our costs on copier use.
- Revising all circulation procedures and policies.
- Passed around a folder with informational items.

3. Long Range Plan:

Director Hutchins received a call from Mr. Grimshaw from SCORE in Kalamazoo who is interested in working with our Board as a facilitator, at a suggested range of approximately \$500 - \$1,000, plus travel expenses, depending on how many meetings will be required. He is proposing to meet with the Board to see if we want to proceed. Director Hutchins reviewed an outline showing what Mr. Grimshaw recommends using the non-traditional method. Mary will confirm the possible meeting date of Monday, May 1, and possibly get an alternative date.

4. Report on tour of library building:

Director Hutchins, Richard Sharland, Marian Burgess and Dick Smolinski toured the building on an icy, wintry day Feb. 28. Hutchins has written an assessment of their findings and it will be available for the April Board meeting.

NEW BUSINESS:

2. Consideration of changing percentages of tax revenue for Capital and Operating Expense:

David Rumsey of Rumsey & Watkins suggested the Board might want to make this change in case we get into a financial bind. A long discussion followed concerning our branch contracts to assure the branches about allocations. No definite decision was made at this time.

3. Spring repairs to eavestroughs and other maintenance concerns: Director Hutchins will call Braman Roofing to remind them to put us first on the list for repairs to the eaves-troughs. Braman's bid was for \$825.

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4. Survey for computer purchase:

It is time to replace the LePac computers which were part of a Woodlands grant four years ago. We are eligible to receive eight replacement computers for our matching payment of \$500 each. The LePac computers have the holdings of the Woodlands cooperative libraries. -con'd.

It was decided to go ahead with this purchase since it is already budgeted. Bruce Guy will advise on what brand to buy. He would like to see a new LePac computer at Bronson, Quincy and Union and let them use the 286 computers for OPAC (On Line Public Access Catalog). Central would then have five public access catalog computers.

5. Change in Blue Cross, Blue Shield coverage:

Director Hutchins was contacted by BC/BS about this proposal for some improvements in coverage. It was decided to go ahead and accept the proposal. More information will follow.

6. Change in long-distance phone contract:

A proposal from LDMI for long distance telephone service has the advantages of much lower long-distance costs plus itemized billings. Even though we don't make many long-distance calls now, Director Hutchins believes that Internet will make a difference. We can subscribe without a contract and with the Board's knowledge we will go ahead.

7. Issue of longevity:

Miller moved, seconded by Brown that Carole Maddox receive the longevity due her given her service to the library and the circumstances of her family.

8. Summer hours:

In the past, the Central library has closed at 6 p.m. on Tuesdays and Wednesdays during the summer. Miller moved we go with the summer hours congruent as closely as possible to the closing and opening of schools to keep in line with our contract with KCC. Seconded by Ashdown. Motion carried.

Director Hutchins stated in future schedules, she would like the Board to designate the days the library will be closed that are not called "holidays".

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INFORMATIONAL ITEMS:

1. Monthly service reports for February noted.
2. Penal fines chart noted.
3. Director Hutchins attended the Public Policy Committee (MLA) meeting today. She reported that a senator is proposing that the personal property tax be eliminated in Michigan which is part of our revenue, coming through our SEVs as does the Single Business Tax. Also, every time there are tax abatements in which municipalities are involved, that reduces our revenue. One of the municipalities in the eastern part of the state has said that if a tax abatement is granted, they would ask that a 10% contribution be made to a tax free charitable organization (such as the Friends of the Library). Mary will talk to Senator Hoffman about this and encouraged the board members to do what they can.

EXTENDED PUBLIC COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned at 6:23 p.m.

Submitted by:

Jean K. Swain  
Jean K. 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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