

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
MAY 15, 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

Sandy Cunningham, BDLHEA rep.; Donna Wood and Sharon Chinery,  
Friends of the Library reps.

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

APPROVE AGENDA

Brown moved, seconded by Hamp, to approve the Agenda with the following change: Place "New Business #3" after "Approve Agenda". Motion carried.

NEW BUSINESS

3. Friends of the Library presentation: Donna Wood explained that the Friends would like to put together a campaign to help promote financing for the library. They would like direction from the Board and Director Hutchins to take "seed" money to raise more money. Carol Brown spoke for the Board in appreciation for all the Friends do for the library. The Board will come up with ideas to give directions to the Friends.

APPROVAL OF MINUTES

Miller moved, Berg seconded, to approve the Minutes of the April 17, 1995, Regular Board meeting and the Minutes of the May 1, 1995, Special Board Meeting. Motion carried.

-con'd.

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#### CORRESPONDENCE

- Director Hutchins received notice of an ALA meeting in Chicago on June 23.
- Received a reply to her letter to Congressman Nick Smith regarding 4th class library postal rate increases indicating it was impossible to prevent the 69.9% increase.
- Gov. Engler has signed Public Act II of 1995 increasing the income tax credit for contributions to libraries and other entities.
- ALA has a grant available, with a deadline of June 2, to assist libraries in fund raising. We will not apply due to requirements and costs.

#### BRIEF PUBLIC COMMENTS

None.

#### FINANCES

1. Financial Statement of April 30 was handed out and discussed. Miller moved, Ashdown seconded, to accept the Financial Statement of April 30, 1995. Motion carried. It was noted that tax revenues are not up to budget. A breakdown report on county tax revenues will be forthcoming from Barbara Jones, Equalization Director, and hopefully will be ready for the June meeting. Mr. Rumsey called to point out (on page 6 of the April 30 Financial Statement) that the \$10,000 transferred from last year's balance to this year's book fund shows as a "deficiency" not a transfer.
2. Penal Fine Chart: Noted.
3. Bills For Approval: After a discussion regarding the identification of account numbers on the Chart of Accounts which was enclosed with the board packets, Brown moved to pay bills as submitted, seconded by Miller. Motion carried. Regarding the question from the BDLHEA if copies of bills can be seen in advance of board meetings, Tim Miller received a reply on Internet LOM Bulletin Board from the Director of Southwest Library Cooperative that anything that goes out to the Board is public information. In the future a copy of bills for approval will be given to the Association.

con'd.

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PENDING BUSINESS

1. Report on process of repair of gutters by Braman: Director Hutchins has no report on Braman and Bracy & Jahr getting together for roof repairs but has left a message at Braman's office. She will send a letter to Braman asking for an update.

2. Status of Blue Cross/Blue Shield contract: Hutchins has not heard back after sending requested information to BC/BS and to MLA to determine if we could be an independent unit. She is also seeking alternatives.

3. Formulation of next steps in Strategic Planning process: After a long discussion of the outcome of the meeting with Bill Grimshaw on May 1, varying opinions were voiced as to how to get started with the plan. It was decided to have a Special Board Meeting on June 5 at 4:10 p.m. to which everyone will bring questions for a survey and names of three people who might participate. Tim Miller volunteered to bring samples of Mission Statements from Internet. Hutchins and Sharland will contact Grimshaw to let him know what is being planned.

4. Reports from Central and Branch liaisons:

Coldwater: The Coldwater Public Library Advisory Board met on May 8 and voted to have Mr. Walsh, an appraiser, take the most valuable old books on consignment to sell. Barry Case will be at the June meeting to explain more about the Community Foundation Fund.

Bronson: Things have been very active preparing for the Summer Reading Program. Donations have been received for the Endowment Fund, including \$1,000 from the Community Chest.

Quincy: The No. 1 priority now is the Home Tour with help from the Friends. Looking forward to the Summer Reading Program.

Union: The walls are finished, a new back door is installed, also a new furnace with central air and new shelving. The library will close next week and reopen on May 26 for new carpeting. They may consider room dividers. A clown will come in to promote the Summer Reading Program.

Sherwood: The carpet will be installed this week around the childrens' and librarian's corners.

Discussion followed concerning planning a day trip to tour each branch library.

5. Director's report:

- Bill Coats, Union City Supervisor, visited and ask to have financial reports available, particularly regarding the Capital Outlay funding. Martha Hamp will follow-through on this.

- Reported that a circus theme was chosen for the Summer Reading Program and passed out flyers.

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- Central is keeping attendance records using the installed people counters.
- More than 330 "Pass The Buck For Libraries" forms were delivered to Congressman Nick Smith's office in Charlotte.
- The volunteer dinner was very successful. Hutchins stated that she has never seen such a core of dedicated volunteers.
- We sent three Branch people and two from Central to a WLC workshop on book repair.
- The 4-corners Art Festival is set for the first weekend in June. The library will be closed on that Sunday and after discussion it was decided not to open the library to the public for use of the bathrooms.
- We have coordinated the periodicals renewal list through the coop with copies sent to the branches and indicated to them that we do need to make some cuts. Our periodical budget is out of proportion to our book budget so we will do some paring.
- Happy to have more time before automation begins because Technical Services needs time to update the data base.
- Hutchins is committed to the idea of continuing education regarding certification renewals for librarians. Legally we do not have to have the branch librarians certified to receive State aid; however Hutchins feels it is poor policy not to. Hamp moved that it is the policy of this Board to have all the Branch Managers certified by the State Library of Michigan and all other employees as can be possibly accommodated will be encouraged to participate in continuing education opportunities. Miller seconded. Motion carried. This policy will become part of the Administration Policy.

#### NEW BUSINESS

1. Proposed change in circulation policy: While preparing for the disposal of items, we have evaluated things we are not using. Miller moved that the Branch District Library no longer circulate equipment, art works, or 16 mm. Christmas films, with the exception of the Overhead Projector. Unterkircher seconded, motion carried.
2. Discussion of meeting in branch libraries: After discussion of considering holding Board meetings at different locations or touring each branch library, it was decided to set up a tour date at the June Board meeting.

#### INFORMATIONAL ITEMS

1. Monthly Service Reports for April, 1995.
2. Penal Fines chart.

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EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 6:10 p.m.

Submitted by:

Jean K. Swain  
Jean K. Swain  
Recording Secretary

Approved by:

Carol D. Brown  
Carol Brown  
BDLS Board Secretary

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