

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JULY 17, 1995
CENTRAL LIBRARY MEETING ROOM
4:10 p.m.

PRESENT

Marilyn Ashdown, Jeanne Berg, Tim Miller, Richard Sharland, and
Director Mary Hutchins.

ABSENT

Carol Brown, Martha Hamp and Jeanne Unterkircher.

ALSO PRESENT

Dick Smolinski, BDLHEA rep. and Jane Baldwin from Quincy.

APPROVE AGENDA

Berg moved, seconded by Ashdown, to approve the Agenda with the
addition of New Business #3, Book Budget. Motion carried.

APPROVAL OF MINUTES

Miller moved, seconded by Berg, to approve Minutes of 19 June 1995
Regular meeting of BDLs Board. Motion carried.

CORRESPONDENCE

Two brief items: 1. Notification from co-op of block grant
program. 2. Application received for program. Director Hutchins
doesn't think timing is right due to automation project time
restrictions.

BRIEF PUBLIC COMMENTS

None.

-con'd.

DRAFT

FINANCES

1. Penal Fines were noted and increases were appreciated.
2. Miller moved, seconded by Ashdown, to pay bills. Motion carried.

PENDING BUSINESS

1. Building condition was discussed. West side water is a problem. The sidewalk on the west entrance is sloped down into the building. Bids will be obtained to remedy the problem. If penal fines continue to increase over last year's levels, repairs to the building will need to continue.
2. Branch tour was discussed. Members felt the trip was very worthwhile. The continuing need for new books was emphasized.
3. Cooperation with Friends of the Library was discussed. Emphasis will be in the area of endowments and gifts to the library. Their assistance is appreciated.
4. Director Hutchins indicated to the Board that she needs help in proceeding with plans for the Strategic Planning session to be held in the fall. Berg, Miller and Sharland will assist at a special committee meeting in the next month. A second large group planning session date needs to be scheduled soon.
5. Reports from central and branch liaisons:
 - a. Coldwater: Ashdown attended 12 June meeting. Books from Heritage collection that had no local value were sold through a broker, realized over \$12,000 to the CPL Board.
 - b. Bronson: no report.
 - c. Quincy: Successful pet parade as part of summer reading.
 - d. Union: no report.
 - e. Sherwood: Open House 5 August.
6. Director's report:
 - a. Performance appraisal forms are complete. BDLHEA members have viewed the forms and found them fair. Forms included self-evaluation, feedback for supervisors. First evaluation will be in September, follow ups before Thanksgiving, so that merit pay issues may be addressed on time. Separate form for Bruce and Christie. Others are separated for individual job descriptions. Lots of time and thought were included in the design of evaluations.
 - b. The CPL Board had a good week. They sold books from Heritage Room and received \$175.00 from Coldwater Eagles.

con'd.

c. The library, local schools and Literacy are recipients of \$35,000 grant from federal government. Mary Jo Lopez wrote grant.

d. Reference collection at headquarters is being evaluated to eliminate old volumes and update where necessary. Book collection is woefully poor.

e. Director's evaluation was discussed. Sharland, Hamp and Unterkircher were appointed by President Sharland to serve on director's evaluation committee. The committee will bring a recommendation back to Board. Evaluation to be done soon, as director's contract is up for renewal in December '95.

f. Health insurance changeover to our own group through Blue Cross/Blue Shield has been proceeding smoothly. Cost figures were within budget.

NEW BUSINESS

1. Woodlands membership: Berg moved, seconded by Ashdown, to approve Woodlands Library Contract for 1995-96. Motion carried.
Delivery contract: Miller moved, seconded by Ashdown, to approve delivery contract with Woodlands for 95-96. Motion carried.

2. Revenues for Branches: Tabled until August meeting. Internet Access Policy: Miller moved, seconded by Ashdown, to approve Internet Access Policy as amended to include legal guardians. Motion carried.

3. Book budget: Miller moved, seconded by Ashdown, to add \$10,000 to book budget. Motion carried.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 5:52 p.m.

Submitted by:

Wey Hutchins for Tim Miller
J. Timothy Miller
BDLS Board Trustee

con'd.

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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.