

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
MARCH 18, 1996  
CENTRAL LIBRARY MEETING ROOM  
4:10 p.m.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Marcia Carman, Richard Sharland, John Swanson, Jeanne Unterkircher and Director Mary Hutchins.

ABSENT

Carol Brown (excused). Jeanne Berg arrived at 4:58 p.m.

ALSO PRESENT

David Rumsey from Rumsey & Watkins, Dick Smolinski, rep. BDLHEA., Bruce Guy, Bob Redmond and Julie Stratos.

APPROVE AGENDA

Ashdown moved, seconded by Unterkircher, to accept the Agenda re-arranged to place Mr. Rumsey 1st and then Bob Redmond and Julie Stratos. Carried.

FINANCES

4. Audit Report from David Rumsey: Dave Rumsey presented the Audit for budget year ending 12-31-95. He stated library is doing a good job placing monies not needed for immediate expenses in an interest-bearing account, thus increasing our revenues. He pointed out that because revenues were a bit higher than budgeted and expenditures somewhat less, the general fund shows a surplus of approximately \$15,000. In discussing the deferred compensation, Mr. Rumsey pointed out that in case of dire financial straits, creditors could access the employees' deferred compensation funds. This possibility is considered extremely remote.

NEW BUSINESS

3. Update on technology: Bob Redmond and Julie Stratos, representing the Chamber Of Commerce Technology Comm. stated that they were ready to enter into discussions with the Library Board regarding the "loan" of money to purchase ten more Internet lines. The library would pay this back through revenues from Internet accounts.

-con'd.

D R A F T

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Appointed to represent BDLS were Richard Sharland, John Swanson and Bruce Guy. The Library Director will work with Julie Stratos of the Chamber in arranging a meeting time. After a tentative agreement is reached, Andy VanDoren will be asked to look at it. The expectation is that the loan will be paid back within two years. It will be necessary to raise the price of a BDLS Internet Access Account. Details will be worked out by the committee. The Director suggested a separate line item be set up in the budget to keep track of the Internet Access Account revenues for ease of tracking the funds.

#### APPROVAL OF MINUTES

Swanson moved, Ashdown seconded, to approve Regular Board Minutes of Feb. 19, 1996. Carried.

#### CORRESPONDENCE

1. Letter from ATT notifying library we're liable for toll card fraud made on our accounts.
2. Letter from Library Of Mich. Board stating Mike Nye had dropped his proposal to fund court reform by using penal fines.
3. Notice of meetings for district libraries to be held at Howell Carnegie District Library and sponsored by MLA. Sharland and Hutchins will attend April 25. Marilyn Ashdown will go with Hutchins on June 13 and a Board member yet to be named will go with Hutchins on May 23.
4. Other miscellaneous updates.

#### BRIEF PUBLIC COMMENTS

None.

#### FINANCES

1. Penal fines are up a bit this month over last month.
2. Unterkircher moved, Berg seconded, to approve bills. Carried.
3. Ashdown moved, Carman seconded, to accept Jan 31, 1995, Financial Statement. Carried. Rumsey explained that the Feb. statement will be mailed soon.

#### PENDING BUSINESS

1. Change in time of meetings: Swanson moved, seconded by Berg, that starting in April, 1996, Board meetings will begin at 5 p.m. Roll call vote: 6 Ayes 1 Absent. Carried.

-con'd.

2. Liaison Reports:

- a. Coldwater: Board meeting canceled due to lack of quorum.
- b. Bronson: Unterkircher reported no news.
- c. Quincy: No news.
- d. Union: Bar coding is complete.
- e. Sherwood: Carolyn had foot surgery. She found a good substitute and is now back to work.
- f. Alganssee: Gwen Dove's husband, Roy, has leukemia.

Berg asked if Quincy Rotary could have a poster in each library for their fund raiser. Since they're a non-profit, the answer is yes.

3. Director's report: The Director stated that since the Central Library is so far behind the branches in the barcoding process, in order to catch up, they will need help. She is recommending that, for an indefinite period of time until the backlog is reduced, the branches be asked to lend us a person one day a week. If we used Sherwood, in addition to the automated branches, that would be ~~three times a year~~ for each branch. It will be an advantage to the branches for Central's bar coding to be completed. Central has so many more titles to do and a shortage of staff to work on the project, that it creates a problem for the entire system.

*Correction:  
forward  
once a  
month  
5/20/96*

Berg moved, seconded by Unterkircher, to support the Director's proposal. Carried. The Director will contact the branches and attempt to schedule at their convenience, if possible.

b. Moved by Berg, seconded by Unterkircher, to accept the Director's proposal to reimburse mileage for the branch representative to BDLHEA when the Director calls a meeting of the representatives. Carried.

c. County maintenance "cold patched" a problem spot in the library's driveway.

d. Director has again contacted Braman and Bracy & Jahr to complete their building projects soon.

e. Bob Perez, who painted the building in 1988, came in to look at the paint situation. He will give an estimate of current costs to paint, caulk and make some masonry repairs to the front porch, which is in bad shape.

f. Parts for necessary elevator repair cost \$639.00. Also repaired recently was the dumb waiter. A new water fountain costing \$600 was installed in the first floor lobby. Electrical outlets were installed in the magazine area with sufficient power to support two computers, a printer and someday, a CD ROM tower.

g. Blue Cross/Blue Shield says we're too small a group to rearrange our insurance contract year which ends 8-31-96. We prefer putting in insurance on a calendar year basis to coincide with the library's budget and the staff contract. We will contact MEBS for information on their health insurance coverage.

h. The Heritage Room received a call from Australia seeking information on the Crippen family of Branch County.

i. The Director proposed creating a pamphlet outlining all the ways of making contributions to BDLS. The Board expressed approval of such a project.

j. The literacy grant seems to finally be moving. The U. S. Dep't. of Education has given a "go-ahead" for purchase of books, CD-ROM programs and a computer which will allow literacy students of all ages to access a wide range of materials for the six Coldwater elementary schools and the library. The grant totals \$35,000.

k. Christie Kessler, Marilyn Byers, Carole Maddox, Linda VanWormer and Linda Johnson attended an MLA-sponsored Summer Reading Program workshop. Carolyn Robbins was unable to attend due to foot surgery and Gwen Dove was not feeling well enough to make the trip to Lansing. These workshops give attendees lots of good, inexpensive ideas and inspire them to try new things.

4. Personnel Contract: Berg moved, seconded by Ashdown, to accept the proposed contract which had been approved by BDLHEA and examined by our attorney. Motion carried unanimously.

President Sharland discussed the Minutes of the Personnel Comm. meeting of March 7. Swanson moved, seconded by Berg, to accept the recommendations to offer Harmon, Swain, Kessler, Guy and Hutchins a 5% increase in salary, the same increase offered to BDLHEA members. In addition it provided Guy with a one-time discretionary award of \$500.00 for extra time and effort required to bring in both the Gaylord automation system and the Internet. All approved.

5. There was no closed session to discuss the contract.

#### NEW BUSINESS

1. There was no further discussion of the Audit.

2. Discussion of possible change in bookkeeping and finances:

The Director recommended that the Personnel Comm. meet to discuss the various factors and costs involved in handling more financial matters in-house. Board was in favor of this proposal. The committee will meet when Carol Brown returns from vacation.

-con'd.

3. No further update on technology was given due to the appearance earlier in the meeting of Bob Redmond and Julie Stratos.

4. Report on building tour: Sharland reported that he, Marian Burgess (President of the Coldwater Public Library Advisory Board), Dick Smolinski and Mary Hutchins toured the building last week and identified the front porch as the most crucial maintenance need. Also repairs relating to painting the building are under consideration (see report on Perez in Director's Report above).

5. Consideration of Long Range Planning procedures: The Director stated that she is completing a preliminary summary of the comments at the October public meeting. The branches will be asked for comments and the Board will be given an opportunity to examine the many completed questionnaires filled in by patrons evaluating our services. It is hoped that public meetings in the branches will provide more input and that the Board can complete its first draft of the Strategic Plan in six months or so. It will take yearly updating.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

*Mary Hutchins for Marcia Carman*  
\_\_\_\_\_  
Marcia Carman  
for Carol Brown, 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.