

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
OCTOBER 21, 1996

5:00 p.m.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Carol Brown, Marcia Carman, Richard Sharland, John Swanson, and Director Mary Hutchins.

ABSENT

Jeanne Unterkircher.

ALSO PRESENT

Bruce Guy, Automation Librarian.

APPROVE AGENDA

Swanson moved, Berg seconded, to approve the Agenda with change of order & addition of "Snow Removal". Approved.

APPROVAL OF MINUTES

Ashdown moved, Carman seconded, to accept Minutes of the 9-16-96 Board meeting. Carried.

CORRESPONDENCE

1. From Woodlands: Library Services & Technology Act was approved and signed by the President.
2. Notice from Mr. Boguth, City Clerk, that Eagle Printing Co. has applied for a tax abatement.

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Berg moved, Brown seconded, to pay bills as submitted. Carried.
2. Swanson moved, Ashdown seconded, to accept the Sept. Financial Statement and place on file. Carried. Discussion concerns: Special Revenue Fund & Guy's Internet work time. Budget adjustment next month.
3. Penal fine chart noted.

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PENDING BUSINESS

1. Public hearing on millage opened 5:25 p.m. & closed 5:27 p.m.
5. & 8. (Due to Agenda change): Internet Personnel Plan as proposed by Hutchins, Kessler & Guy:
One year temporary positions:
 - a. Public Service Supervisor: 35 hrs. at \$10.93, possibly Linda Grill full-time.
 - b. Reference Aide: part-time at \$7.00+, approx. \$4,500 year, no benefits.
 - c. Technical Processing sub.: part-time start at \$6.01-6.68.

This will benefit public service, tech service and management. Source of funding: reimbursement from the Internet Fund since library had financed the Internet from the start. Berg moved, Swanson seconded to approve the temporary Internet Personnel Plan as submitted. Carried.

NEW BUSINESS

(Agenda Change)

1. Gaylord Contract: Berg moved, Brown seconded, to approve the Gaylord contract (automation company which furnishes the Galaxy system). Carried.
2. Snow removal contract given by courthouse grounds supervisor, Gordon Mosher: \$20.00 per fall and \$40.00 if hauling out required. Swanson moved, Ashdown seconded, to accept contract. Carried.

PENDING BUSINESS, CON'D.

4. Internet & Automation report, Bruce Guy:
 - a. Circuits & equipment up & running in Bronson but not Internet access.
 - b. Waiting for LATA change in Quincy.
 - c. Renewal of Internet users 90%; new outnumbering.
 - d. Air conditioning unit was needed in the "cave" to handle hot air of computers.
 - e. 14,000 hrs. of usage in Sept. compared to 1,000 hours a year ago.
6. Director's evaluation was very good. Every area ranged from satisfactory to superior with no fair or unsatisfactory rating on anything.
7. Director's report:
 - a. Meeting with Judge Coyle, District Court on 10-22 at 9 a.m.

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- b. Endorsement letter of support for Sharland's re-appointment to the Board sent to County Clerk. Carman will recommend someone for her appointment.
- c. Thank you from Gwen Dove for flowers.
- d. B. P. U. created new telecommunication utility; Bruce is in on the network of that.
- e. Parking lot resurfaced; the garden dedicated.
- f. Heritage Room support gift from Charles Woodward.
- g. Usage of library supports more staffing.
- h. Painting moving along.
- i. Building inspection to be scheduled.
- j. Eave/gutter estimate needed.
- k. Adaptation of computer screens and order of individual chairs for comfort of staff who spend long hours at computer terminals is in the works to comply with ADA recommendation.
- l. Insurance inventory: Brown moved, Carman seconded, to approve Hutchins' recommendation that BDLs assume insurance responsibility for all books at the Branches/Central. Carried.
- m. From Dick Smolinski: The Association desires amending/re-negotiating contract upon expiration 12-31-96.
- n. Hutchins has become President of Cooperative's Library Advisory Board and Sharland is President of the Governing Board so BDLs is well represented.

STRATEGIC PLANNING HEARING:

- Only two people were present: Jane Baldwin and Jean Moeller.
- Comment was library needs more space. Space utilization and elimination of unnecessary items will be part of our planning.
 - Hutchins expressed her appreciation of the level of volunteer support.
 - Need to place on future agenda how to proceed with strategic planning.

PENDING BUSINESS, CON'D.

3. Liaison Reports:

- a. Coldwater Public Library: Ashdown attended, reported on Woodward's bequest to Heritage Room and that the Board is still working on city basement clearing out. A thank-you note from BDLs will be sent to Woodward.
- b. Bronson: Stephanie on vacation. The big old table there is being refinished by Smolinski, hired through their own funds.
- c. Quincy: Jim Seidl recommended better space utilization rather than enlarging. Roof tile color has been chosen. The Literacy Grant books are much appreciated.
- d. Union: Status quo.
- e. Sherwood: Status quo.
- f. Alganssee: Status quo.

-con'd.

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2. Report on Board meeting in Quincy public meeting of 9-16-96 and discussion.

INFORMATION ITEMS

Quinton Hamp's obituary.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment: 6:51 p.m.

Submitted by:

Mary Huelshus for Carol Brown
Carol Brown, Board Secretary

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