

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
DECEMBER 16, 1996

5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT

None.

ALSO PRESENT

Bruce Guy.

APPROVE AGENDA

Unterkircher moved, Carman seconded, to approve the Agenda. Motion carried.

PUBLIC HEARING ON 1997 BUDGET

1. 1997 Budget discussion opened to public 5:12 p.m. No public present. Public hearing closed at 5:13 p.m.
2. Brown moved to adopt 1997 Budget, seconded by Ashdown. Carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Carman moved, Berg seconded, to accept Minutes of the 11-18-96 Board meeting. Motion carried.

CORRESPONDENCE

1. Library of Michigan:
  - a. Covered maintenance for the 3 fax machines from the 1992 grant is expiring. Options are \$120 for one year maintenance contract or hourly maintenance at \$50 plus parts. Board approved Hutchins' recommendation of yearly contract.
  - b. 1997 grants available on grant writing workshop referred to Quincy Library.

-con'd.

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2. BISD Superintendent Bob Redmond to CentraNet participants: report of substantial savings over the two year period; \$5,556. for library alone.
3. Jeff Dean regarding appraisal and insurance budgeting:
  - a. With new equipment added need insurance budget of some \$12,000.
  - b. Recommends increased building/contents coverage on which Hutchins will get a cost.
  - c. Swanson suggests other bids next year.

#### FINANCES

1. Brown moved, Unterkircher seconded, to approve bills. Motion carried.
2. Ashdown moved, Carman seconded, to accept the Nov. Financial Statement. Motion carried.
  - a. Discussed Capital Projects Fund Statement.
  - b. Special Revenue Account for Internet fund discussed.
3. Penal fine chart noted.

#### PENDING BUSINESS

1. Approval of amended 1996 Budget:
  - a. Brown moved, Carman seconded, to approve the amended 1996 Budget with \$47,700 book budget. Increase of \$10,000 due to more penal fines than anticipated. Carried.
  - b. After discussion of above motion, Brown withdrew the motion because the additional money would not be spent in 1996 fiscal year because of time frame of ordering and paying for books. Brown then moved, Carman seconded, to approve amended 1996 Budget with \$37,700 Book Budget. Carried.
  - c. Swanson then moved, Brown seconded, to amend 1997 Budget to increase carryover to \$20,000 and increase book budget to \$46,505. Carried.
2. Brown moved, Unterkircher seconded, to adjourn to Closed Session for contract negotiations. 7 Ayes 0 Nays All present. Carried. Brown moved, Berg seconded, to reconvene back to open session. 7 Ayes 0 Nays. All present. Carried.
3. Personnel Committee brought Board up-to-date on status of negotiations:
  - a: Personnel Committee recommended that the non-BDLHEA staff members get a 2.5% increase starting January 1, 1997, as well as their normal step increases.
  - b: Since Hutchins did not receive a step increase last year, she will also receive an increase in 1997 comparable to the step increase. Berg moved, Brown seconded to adopt Personnel Committee recommendations. Carried.

-con'd.

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4. Liaison Reports:

- a. Coldwater Public Library: Ongoing newspaper inventory - purchase of copier for Heritage Room - Carole Callard, speaker on genealogy research will be coming Jan. 26 from 2-5 p.m.
- b. Bronson: \$50 donation from Women's Club - Rotary cleaned the yard - new volunteer has left due to wrestling schedule.
- c. Quincy: Planning going ahead with Barb Carlie - bids on lift, structure, tuck painting, and roof coming in - 28 kids at Friday's story hour.
- d. Union: Christian books are in - hours change in January - No replacement for Carman yet.
- e. Sherwood: Hutchins was there assessing book collection, adding more books.
- f. Alganssee: Christie is working with Gwen on new orders.

3. Director's report:

- a. Two new chairs are in for computer work, ADA requirement.
- b. Compliment on Mary Cook from Rumsey and Watkins.
- c. Some complaints on the Sunshine Rotary project referred to City of Coldwater Council.
- d. Interlibrary loan from Woodlands of Books On Tape will be cut due to budgeting. Possibility of coop grant.
- e. Talked with Dwight Woodman, BPU, regarding Internet service cooperation with fiber optic network.
- f. Internet fund budget information is beyond expectation.
- g. Some extra money from book budget will be used for requested robotics and language books.
- h. Burned out ballast creating odor filtrating from basement. Fire Department called for check-up.

Board member Marilyn Ashdown left at 6 p.m.

NEW BUSINESS

1. Rumsey & Watkins:

- a. Swanson moved, Carman seconded, to approve proposal of \$5,300 for audit. Carried.
  1. \$3,800 library.
  2. \$1,500 literacy.
- b. Brown moved, Berg seconded, to accept the financial services proposal in the amount of \$10,770. Carried.

2. Unterkircher moved, Berg seconded, to adopt Resolution honoring Marcia Carman's Board service. 6 Ayes 0 Nays 1 Absent. Carried.

3. Brown moved, Unterkircher seconded, to adopt Data Serv Contract as presented. Carried.

-con'd.

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INFORMATION ITEMS

Unterkircher moved, Brown seconded, to adopt Resolution of 1997 Board meeting dates. 6 Ayes 0 Nays 1 Absent. Carried.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment: 6:55 p.m.

Submitted by:

Mary J. Hutcheson for Carol Brown  
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.

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SIGNIFICANT ACHIEVEMENTS, 1996  
BDLS

1. The library system made great strides in continuing implementation of Gaylord Galaxy system, with the involvement of many staff members, including automated branch staff.
2. Significant gains were made in identifying serious deficiencies in the book collections, especially reference, fiction bestsellers and juvenile books. Much of this progress can be credited to the generosity of the Friends Of The Library, the Branch County Community Foundation and to individual donors.
3. The Federal Literacy Grant put over \$32,000 worth of books and CD-ROMs into the six Coldwater Public elementary schools and into the three large branches and Central library. A computer with CD-ROM drive will allow multigenerational literacy activities in the Central library and the potential to network to remote sites.
4. Internet access through the library mushroomed with subscribers from throughout the county. Internet usage at the Central library also grew significantly. Favorable publicity gave credit to the library system and collaborating partners: The Chamber Of Commerce, Branch Intermediate School District and others. At the end of 1996, a 256K line with 59 modems was in operation with over 850 subscribers.
5. Revenue from the Internet subscribers allowed the system to begin at year end to pay personnel costs directly attributable to Internet. This relieved the BDLS general operations budget and allowed for additional staff hours for Mary Cook and Linda Grill. Hiring of reference aides is in progress to provide better patron service in light of increased usage of the reference room.
6. A very successful Summer Reading Program involved more children than in recent years.
7. Allocation of workloads for non-reference room staff has begun with the temporary appointment of Linda Grill. She, Christie and Director Hutchins are continuing to look at work assignments. Amy Harmon was succeeded by Mary Cook who works exclusively as office assistant during daytime hours. This facilitates her accessibility to branch personnel and management staff and helps compensate for her additional workload. Jean Swain's position as Board and Director's secretary, telephone receptionist and person in charge of purchase orders and many other duties is undergoing reassessment.

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Significant Achievements

8. The Strategic Planning process moved ahead. Each branch library was the host site of a Board meeting from May through September, with varying numbers of local persons attending to share their ideas with the Board.

9. Increased collaboration with an active Coldwater Public Library Advisory Board has resulted in better communication between the boards.

10. Continued staff presence on the following boards or committees keeps BDLS priorities visible: Branch County Technology Comm., Branch County Literacy Council, Friends Of The Library Board, Chamber Of Commerce Governmental Action Comm., Branch County Economic Growth Alliance and Dependent Care Subcommittee, Employment And Training Council, Agency Roundtable.