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10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JUNE 16, 1997

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

None.

ALSO PRESENT

Jane Baldwin, Quincy; Richard Saur and Judy Deeren

APPROVE AGENDA

Brown moved, seconded by Unterkircher, to approve the Agenda but moving Mr. Saur's report after the agenda approval. Carried.

PENDING BUSINESS

- 3. Report on building restoration:
 - a. Sharland reviewed Saur's finished work.
 - b. Discussion of additional work/estimates.
 - 1. Contract for soffit, dormer faces & roof edge on new part of building:

- repairing/replacing rotten areas	\$1,305.
- painting all work	5,500.
- sealing of roof edge	<u>250.</u>
	\$7,055.
 - 2. Problem at stairway in new building:
 - fix two rounded corners at the walls/valley areas where water goes up & into walls
 - fix spauling corner
 - total cost of above, depending on what is found underneath: \$5,250- \$7,000.
 - 3. Old building downspout problems:
 - layers of reroofing extends over some and beyond others.

-con'd.

DRAFT

- water shoots down over spouting & cascades
down into walls.

4. Saur told of other future work including aeration/
condensation issue.
5. No action until Board hears financial reports.

BRIEF PUBLIC COMMENTS

1. Judy Deeren introduced herself as Smolinski's replacement
as representative of BDLHEA.
2. A BDLHEA rep will attend monthly BDL Board meetings.
3. Copy of BDLHEA meeting minutes will go to the Personnel
Committee.

APPROVAL OF MINUTES

Ashdown moved, seconded by Smitley, to accept the Minutes of the
May 19, 1997, meeting with the correction of the second motion in
#2 of Pending Business, delete "metal screws", add "replace with
metal screws". Motion carried.

CORRESPONDENCE

1. Letter of resignation from Linda Johnson, Quincy Branch Manager.
2. Friends Of The Library are withdrawing from "middle-man"
communications regarding the Sunrise Rotary/Hemker garden project
in the city corner park. Friends still intend to help with mainten-
ance, though the plans have been changed considerably.
3. Hemker without permission rototilled the library property, seven
feet around the building which caused a problem with placement of
Saur's equipment during his restoration work. Letter will be sent
to Hemker regarding rototilling and reseeding.
4. Blue Cross/Blue Shield rates are increasing 8.125% starting
September, 1997. May have to consider a Managed Care Policy.
5. The Koontz Estate, approx. \$1,000 bequest originally written to
the CPL before the district was formed, may go to them. Barone &
Biringer will get back with us.
6. Universal Service Plan, the federal discounts we deal with
which relates to the Telecommunication Act is being legally
challenged by the public utilities who feel government subsidizing
will cut their profits.

-con'd.

7. Note June 2, 1997 front page article of The Daily Reporter titled "Area farmers too busy to use Internet". Definitely not the case.
8. Pretty quiet in Lansing legislature regarding library concerns.
9. Recent first bill from Dean Insurance for the expanded policy.
10. Literacy Council needs board members to keep it afloat. Call library at 278-2341 to leave a message for Irene Harmon.

FINANCES

1. Brown moved, seconded by Berg, to pay bills. Carried.
2. Brown moved, seconded by Smitley, to accept the Financial Statement. Carried.
 - a. Capital Budget Fund discussion regarding:
 1. new furnace needed
 2. restoration
 3. computer needs
 - b. Galaxy debt down to \$31,000 and will be paid off next year at this time.
 - c. Note tax charge-back of tax revenue.
3. Penal fines are up this month after a beginning shortfall.
4. Internet account reports given.
5. Will be short on state aid this year; perhaps some \$400.00

PENDING BUSINESS

1. Discussed Mission Statement. Brown moved, Ashdown seconded, to approve the revised Mission Statement. Carried.
2. Discussion of Strategic Planning: Swanson moved, Unterkircher seconded, to adopt Chronology of Strategic Plan. Carried. One of the main items is to mandate childrens' programming in the branches.

Discussion on Capital Fund & building needs:

- a. Get three bids on furnace - Aker, WilMac and Havel.
- b. Berg suggested locks on thermostats.
- c. Berg moved, Brown seconded, to accept Saur's written bid for repairs, painting and roof sealing at \$7,055.00 with \$2,000.00 down and for the bid for the two rounded corners and the spauling corner at \$5,250.00. If over \$5,250.00 advise Sharland; maximum would be \$7,000.00. Carried.

-con'd.

4. Reports from Central and Branch liaisons:

a. Coldwater Public Library:

1. Election of officers: Hazelbaker, President;
Pascoe, Vice Pres. & Inspection Committee Chairman;
Clevenger, Sec'y.
2. Ongoing consideration of microfilm reader/printer.

b. Bronson:

1. Summer Reading Program.
2. Pushing for weekly story hours.

c. Quincy:

1. Linda Johnson is leaving this week.
2. New copier from Seamans.
3. Reviewed applicants for new Manager and questions to ask at interview.
4. Jane Baldwin read an article from the Hillsdale Daily News under Township Notes regarding Allen penal fines. It stated that Betty Fast, representing the Allen library wanted the penal fines to go to the local facility instead of to Quincy. This must be addressed by a letter to the township.
5. Linda recommended Quincy stay open on Fridays one more hour so that Wed., Thurs. and Fri. would be the same, 9 - 5. This would be accomplished by staggering the hours of the Manager and the Clerk.

d. Union:

1. Summer Reading Program has 47 kids signed up.
2. Union Township wants us to finance new sidewalks planned by the Village. The Board's reply is there is no Capital Outlay funds available uncommitted.

e. Sherwood:

1. Alma Marquardt & Hutchins are going to Sherwood June 17 to get Carolyn started on childrens' program.
2. Talk of new Fire Hall is not feasible so Fire Hall and library will remain status quo.

f. Algansee: Hutchins reported that Gwen is getting along and she and Marquardt will be out there June 18.

5. Report from BDLHEA: Deeren asked if any questions or comments could be made as the meeting progressed. Sharland answered that the public comment is for that.

6. Director's report:

- a. Carpet is cleaned.
- b. Hutchins will meet with new editor of Daily Reporter.
- c. Circulation department assessment report will be given at next Board meeting.
- d. Christie will have branch personnel come in for review through the summer.
- e. The special chair for Sandy Cunningham has come in. The back problem has improved.
- f. SuperCat upgrade for Christie and Sandy.
- g. Board members will tour Central before Board meetings in July and August. Sign up with Hutchins.
- h. Spent \$100.00 from maintenance budget for parking lot area.
- i. Christie's technical services update shows an accomplishment of some 50% turnover rate on Galaxy database and also the LePac, giving our database approx. 60,000 bibliographic records.
- j. Ongoing interviewing for Quincy Manager position.
- k. Linda Grill will back up Renee at Quincy until replacement. Also Barbara Arnold might be available in July.

1. Bruce Guy's report:

1. Need independent temperature control in "cave".
2. Getting three new replacement computers for Bronson, Quincy and Union which enables them access to serials database. The old computers will be upgraded and used at Central.
3. Found solution to give Quincy capacity to get to the Internet and thus the serials database.
4. New people on Internet more than offset those who don't renew.
5. 24 more modems are scheduled to be connected 2nd week in July.
6. Reference room will be rearranged.

NEW BUSINESS

1. Swanson moved, Berg seconded to adopt proposed Policy On Solicitation & Advertising. Carried.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

1. Deeren questioned whether we had other bids other than Saur's.
2. Deeren said the furnace thermostat lockout is a good idea.

ADJOURNMENT

Meeting was adjourned at 9:00 p.m.

Submitted by:

Mary Hutchins 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.