

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JULY 21, 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, and Director Mary Hutchins.

ABSENT FOR ROLL CALL

Jeanne Unterkircher, (Excused)

ALSO PRESENT

Jane Baldwin, Quincy; Bruce Guy, BDLs Automation Librarian.

APPROVE AGENDA

Berg (8/18/97 correction)
Brown moved, seconded by Unterkircher, to approve the Agenda with
addition #7 Approve Wage Scale, to Pending Business and #10 Sod to
New Business. Carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Ashdown moved, Smitley seconded, to approve the minutes of June 16,
1997. Carried.

CORRESPONDENCE

1. Letter to Adaire Putnam from Friends Of The Library.
2. David Milling, FPG architect firm that does renovations of libraries.
3. Doctor's certificate for Mary Cook to return to work.
4. Thank you note from Gwen Dove for book placed in library in memory of her husband, Roy.
5. Note from Joanie Cox, Friends Of CPU Cable.
6. Communication from Rick Fries on wage grid.
7. Communication from Laura Allen, County Treasurer's office, regarding penal fines.
8. Michigan Tax Tribunal: Michigan Gas Utilities challenging City of Coldwater on their taxes.
9. Another tax charge back noted.

-con'd.

DRAFT

FINANCES

1. Brown moved, seconded by Swanson, to approve bills. Carried.
2. Financial Statement discussed. Brown moved, seconded by Berg, to accept the Financial Statement. Carried.
3. Penal fine chart noted.
4. Internet account report reviewed.

PENDING BUSINESS

1. Building inspection and restoration update reviewed.
2. BDLHEA report:
 - a. No representative present.
 - b. No meeting between Hutchins and BDLHEA.
 - c. ~~Vacation~~ trading solved. *Deleted per correction 8/18 meeting*
 - d. Computer assignment set for the time being.
 - e. Issue of vacation pay has been resolved.
3. Automation report from Bruce Guy:
 - a. The additional 24 modems just put in today; late because GTE hasn't finished circuits. This gives us 100 modems in the pool.
 - b. BPU fibreoptics backbone might be less expensive to go with than Merit. Checking this out.
 - c. Security breach - one who has an account with us accessed into our system which caused the library system to be down eight hours.
 - d. The breach highlighted that the library needs an experienced person to help Bruce handle problems such as this and help with Internet service.
 - e. Possibility of uniting with Branch County Technology Authority, BPU and businesses to set up broad Internet services and for troubleshooting.
4. Heating and cooling:
 - a. With more modems, more air conditioning is need in the "cave". Havel Brothers of Kalamazoo has given an estimate of \$800 - \$900 to do duct work from workroom to "cave".
 - b. Havel will give us a complete report and piece by piece estimate on air, heating and lighting by next meeting which Board commits to study in order to meet the energy needs of the building.

5. Liaison reports:

- a. Coldwater: - Microfilm reader/printer has been purchased.
 - Antique table in meeting room will be refinished.
 - Things of CPL stored in courthouse are being investigated.
- b. Bronson: - Summer Reading Program going well.
 - Carole has been ill and is on vacation; Stephanie has taken charge.
- c. Quincy: - Very happy with new janitor, Max Stevenson.
 - Getting a touch tone line and another phone at circ desk.
 - The Allen penal fine situation has been alleviated by Jane Baldwin's letter of explanation to Allen Township and they have noted to continue fines to Quincy.
 - Discussed and recommended Renee Hardy as Acting Branch Manager.
 - Summer Reading Program has 105 children.
- d. Union: - Enjoyed Alma Marquardt's programs, but...
 - Had computer situation-entry problem.
 - Hutchins will check on postponements of fines.
- e. Sherwood: - New sub is Mary Mowry.
 - Storytime started by Alma Marquardt is going great.
- f. Alganssee: - Gwen is doing fine. - Has modest Summer Reading Program.

6. Director's Report:

- a. Burlington has joined Michicard so residents can now use Union City's library.
- b. Appointment of Renee Hardy as Temporary Acting Branch Manager entails no pay difference. She has reached her step increase.
- c. VanBuren planning for a Branch Coordinator.
- d. Both stations of public Internet are very busy.
- e. Training will be provided for staff & public on new databases, etc.
- f. Need more volunteers in the Holbrook Heritage Room. Need to utilize our young people but this would take more supervision.
- g. Arrest was made after indecent exposure incident.
- h. The children who complained about a man touching them had discrepancies in their stories. Marilyn Byers was nearby and saw nothing.
- i. The Internet Workshop by David Seidl was great.
- j. Summer Reading Program is going great.
- k. Alma Marquardt's program was very successful.

-con'd.

1. Russell Siler, Equalization Director, reported expecting some increase in 1998 tax revenues.
- m. Discussed how to handle overdues with Unique Management.
- n. Legislative Update reports state aid will go up from .458 to .475.
- o. Need to follow-up on getting help for Bruce. Money will be used from Special Revenue Fund.
- p. Contract not yet signed because of rounded-down wage scales. Swanson moved, Smitley seconded, to approve Hutchins recommendation of revised wage scale with rounded up figures to go into effect when BDLHEA signs it. Carried.

NEW BUSINESS

1. Woodlands Contract: Brown moved, Ashdown seconded to renew Woodlands Contract. Carried.
2. Director Hutchins is not recommending mirrors/photo camera as a solution to security problems.
3. Berg moved, Swanson seconded, to approve addition to the Internet Contract. Carried.
4. Report from intern Alma Marquardt: (See Director's Report.)
5. Air conditioning for "cave": (See Pending Business #4.)
6. Interim staffing, Quincy: (See Pending Business #5c.)
7. Brown moved, Berg seconded, to adopt Resolution honoring Linda Johnson for her dedication to the Quincy Library.
6 Ayes 0 Nays 1 Absent
8. Brown moved, Ashdown seconded, to adopt Resolution honoring Alma Marquardt's internship for the betterment of childrens' services. 6 Ayes 0 Nays 1 Absent
9. Proposed changes to Internet Contract: (See above #3.)
10. Swanson moved, Berg seconded, to contribute \$100 to the City for the resodding in the landscape project. Carried.
11. Inform Union that a proposal to postpone fines must come to the Board for approval.

Page Five
BDLS Board Minutes
July 21, 1997

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

1. Jane Baldwin expressed support of Resolution honoring Linda Johnson.

ADJOURNMENT

Meeting was adjourned at 7:24 p.m.

Submitted by:

Neely 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.