

FINAL DRAFT

10 E. Chicago St  
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

**JANUARY 19, 1998**

**CENTRAL LIBRARY MEETING ROOM  
5:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Jeanne Berg, Carol Brown, Vera Hurd, Richard Sharland, and Director Mary Hutchins.

**ABSENT FOR ROLL CALL**

Rosemary Smitley, excused. John Swanson (arrived 5:15).

**ALSO PRESENT**

Sandra Cunningham, BDLHEA Rep., Bruce Guy, Tim Kerkstra, Havel Bros Rep., Richard Saur, Saur Restorations, Patti Walter from Union City.

**SEATING OF NEW LIBRARY BOARD MEMBER**

Vera Hurd representing Bronson.

**APPROVAL OF AGENDA**

Ashdown moved, Brown seconded, to approve the Agenda. Motion carried.

**BRIEF PUBLIC COMMENTS:**

None.

**APPROVAL OF MINUTES**

Berg moved, Hurd seconded, to approve the Minutes of December 15, 1997 with correction under Pending Business #3 add an (s) to recommendation and strike out (to the 1997) #4 under Liaison Report add (F.) Quincy-Status Quo - Brown Reporting. Motion carried.

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### SPECIAL REPORTS

1. Tim Kerkstra, Havel Bros., reported new lighting is done, boiler and most of piping installed.

- a. Gas pressure: utilization, need to convert pounds rather than inches to enhance pressure. Havel Bros. will assume cost of retrofitting the system.
- b. Gas smell: Not a combustible gas - no health threat.
- c. Boiler in the basement does not meet code, added ductwork is to be installed to remedy situation. Installation of return air ductwork on the basement furnace will be \$2,340.00. Berg moved, Swanson seconded to approve additional project. Carried.

Take out of budget item and adjust later but investigate adding to installation heating/lighting loan with Southern Michigan Bank.

2. Richard Saur, Saur Restorations, explained estimates on projects he thought were priority work; roof south end of building, reshingle center section, paint dormer gable and sides on center roof section, east entrance wall. Total estimate is \$21,900.00. There was discussion of condensation problem on west wall by stairway. Other bids will be required.

3. Bruce Guy, reported on the update of Internet transfer. Making progress of transferring our people over to BPU. Testing dial-up. BPU will be able to respond to problems more readily and monitor better as to how many hours of usage. BPU recommends modification of contract to pay off BDLS in a lump sum, rather than reimbursement over the next 2 years. Berg made the motion to the modification of contract to take lump sum payment. Brown seconded. Motion carried.

### CORRESPONDENCE

A registered letter from Graphics 3, tax abatement for a new building expansion.

### FINANCES

1. Berg moved, Ashdown seconded, to approve bills as presented. Carried.
2. Financial Report - none.
3. Penal Fine chart - noted.
4. Internet account report - noted.

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PENDING BUSINESS

1. Update on Internet transfer to BPU, by Bruce Guy earlier in meeting.
2. Vera Hurd reported on Customer Service Training with Charlene Ezell, very impressed, well presented and received. Possibly have on-going training.
3. BDLHEA Report - none.
4.
  - a. Coldwater - Swanson reported: Leonard Scott will refinish eight (8) oak chairs for \$450.00.
    - Bruce Guy recommended purchasing a CD Rom Tower, and computer for the Heritage Room.
    - Open House, February 22, 1998, 2-4 PM, with Silent Auction on "War of the Rebellion".
  - b. Bronson - Hurd reported: Carole Maddox wrote an article on the collection agency and the overdue problems which was published in the Bronson paper. Carole has received over 50 calls on overdue items.
    - One more helper taken on to index the paper.
    - Story hour is ongoing and will concluded in April.
  - c. Quincy - Brown reported: new book cases and arrange Circ. Desk will be studied by library planner, William Koster.
    - Getting estimates on counter tops in office.
    - Jane Baldwin is gone for the winter/returning in March.
  - d. Union Twp. - Hutchins reported for Smitley: reason for delay on Story Time, Pat K. was called to Jury Duty, until end of February.
  - e. Sherwood - Hutchins reported: doing very well, Friends of Library donated children's books that are being delivered to Sherwood.
  - f. Algansee - Hutchins reported: Gwen is doing fine, had surgery on Tues., back to work on Friday. Daughter will cover for Gwen while she is on vacation in Florida for a couple of weeks in February. The library will be closed for awhile.
5. Director's report:
  - a. Donation of reference books from Kalamazoo College.
  - b. Received 12 resumes for the 3 advertized job, will start interviewing by the end of week.

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- c. Meeting with Southern Michigan Bank tomorrow to sign automatic debit for Havel Bros. loan.
- d. Pleased with Unique Management, J. Deeren will report next month.

NEW BUSINESS

- 1. Election of Officers: Meeting turned over to Director Hutchins.
  - a. Sharland for President.
  - b. Berg for Vice President.
  - c. Brown for Secretary.

Swanson moved to accept and maintain present board, Ashdown seconded. Carried.

- 2. Approval of Committees: Continued for 1997 for:
  - a. Personnel - Brown, Berg, Sharland
  - Children Service - Ashdown, Smitley, Sharland
  - Technology - Sharland, Swanson

President Sharland assumed as chairman of meeting.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 7:25 p.m.

Submitted by:

*Mary Hutchins for Carol Brown*  
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 Carol Brown, Board Secretary

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