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10 E. Chicago St  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES

MAY 18, 1998

CENTRAL LIBRARY MEETING ROOM  
5:00 P.M.

PRESENT FOR ROLL CALL

Jeanne Berg, Carol Brown, Vera Hurd, Rosemary Smitley, Director Mary Hutchins.

ABSENT FOR ROLL CALL

Marilyn Ashdown (arrived 5:20 p.m.), Richard Sharland (arrived 5:55 p.m.), John Swanson (arrived 5:20 p.m.)

ALSO PRESENT

Bruce Guy, Automation Librarian, Carole Maddox, BDLHEA Rep.

APPROVAL OF AGENDA

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

BRIEF PUBLIC COMMENTS

Maddox noted that there were two corrections to the Minutes of April 20<sup>th</sup>, Pending Business (d) Union Twp. delete one to and add it, (f) Algansee add the word library-should read (library a little on the slow side).

APPROVAL OF MINUTES

Brown moved to accept the minutes of April 20, 1998, with corrections so noted. Smitley seconded. Motion carried.

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### CORRESPONDENCE

1. Received a letter from Congressmen Nick Smith. Last year Congress passed the Drug Free Communities Act of 1997, grant applications have just become available. We will not apply, but will cooperate with publicity.
2. Marcia Warner from the Michigan Library Association, informed us that the MLA recently recommitted itself to the concept of institutional representatives. If Board has questions, they can contact her.
3. Thank you note from Katrina Young, for the Branch Library being her proctor. She will graduate next month.
4. Two tax abatement notices: Industrial Facilities Tax Abatement Certificates from Village of Union City -Advantage Warehousing and Distribution, 401 S. Broadway, Union City, also, from the City of Coldwater for Michigan Graphic Arts, 520 Jay Street, Borg-Warner Automotive, 575 Race St, Crocker Limited, 25 Concept Drive.
5. FAX received from the Michigan Association of Counties, Trust Arrangement for the MAC Deferred Compensation Plan.
6. 1998 Millage Reduction Fraction Computation from Russ Siler, Equalization Director.

### FINANCES

1. Ashdown moved, Hurd seconded, to approve bills as presented.  
Motion carried.
2. Financial Statement: Discussed
3. Penal Fine Chart: Noted
4. Internet account report: Reviewed

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PENDING BUSINESS

1. The Selection Policy was tabled from April 20<sup>th</sup> so that all the Board had time to review the policy before voting . Selection Policy covers video, magazines, books, A/V and Internet. Brown moved , Swanson seconded to adopt the Selection Policy. Roll Call vote of 6 ayes, 1 absent, 0 nays. Also, adopted was ALA Freedom to Read and Library Bill of Rights. Swanson moved to adopt, Smitley seconded. Motion carried.
2. Carole Maddox, BDLHEA Representative reported the annual meeting of their full membership will be the 8<sup>th</sup> of June to discuss reopening of Contract.
3. Smitley and Ashdown reported for the Childrens' Services Committee: Sherwood visited. Summer Reading Program handout material, Core list of books for each of the Branches, Story Hour, putting dots on book spines to indicate appropriate reading level were among the ideas and materials presented to all the branches.
4. Liaison Report:
  - a. Coldwater: Hutchins reported the CPL Board met with the Heritage Room Volunteers. Decisions were made on rearranging, shelving, using a dot system. Oak chairs have been repaired and returned to the library.
  - b. Bronson: Maddox reported that 24 classes have visited the Bronson Library. St Mary's and Pre-school will visit soon. Parents have signed up their children to use the Internet. Teachers suggested that we tell students about Andrew Carnegie. The library has received several donations. Good publicity has appeared in Bronson Journal.
  - c. Quincy: Berg reported that Mr. Koster has submitted suggestions concerning the front desk and better space usage.
  - d. Union: Smitley reported that Linda has the Summer Reading Program in order and ready to go. Suggested that schools visit the library prior to school opening to get students interested in using the library.
  - e. Sherwood: Hutchins mentioned that Childrens' Service Committee visited Sherwood. Upgrading of lights has brightened Sherwood Library.
  - f. Algansee: Hutchins reported that she had visited about 2 weeks ago. They have decided to knock out a wall for more much needed space.

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4. Director's Report:

- \*Schedule for visiting branches. Due to visiting the branches, Swanson moved, Sharland seconded to change the Board Meeting time to 5:30 p.m. from June until October. Motion carried.
- \*Volunteer Luncheon - improvement in attendance due to change from night to noon hour.
- \*Quincy Friends of the Library Newsletter - mentioned are the number of memorials they have received.
- \*Suggest that we meet with the new County Administrator (Duke Anderson). BDLs member Swanson will accompany Hutchins.
- \*Michigan Documents are here. Will be processed soon.
- \*Barbara and Mary will be coming in early on different days to bring the filing up to date. Barbara would come in 8-4, Mary would be in around 7, leaving at 3 p.m.
- \*Jim Seidl is back to work part-time, doing very well.
- \*Garden project has resumed.
- \*Hutchins has declined some community committees just because of being overly busy.
- \*Report on Directors hours 33.41 overtime in April.
- \*Barb Olds & Barb Burkhardt reported that their meeting went well. It dealt with better search of the Internet
- \*The Strategic Plan - where we are, what issues do we need to bring up. Update to strategic plan should be addressed again. We will start updating capital needs section at branches this summer.
- \*Havel Bros was contacted due to problems with the air conditioning.
- \*New bookmarks note Algansee time change.
- \*Report on Direct Mail Fund Workshop.

Swanson reported on the Bretton Group "Show Me the Money" fund raising seminar he attended in PawPaw: Informative, covered all aspects of leadership, facility assessments and fund raising.

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Automation Librarian Guy, informed the board that he was working on placing the Screen Door on the computers, getting it set up and learning how to use it.

### NEW BUSINESS

Investment Policy: State of Michigan has enacted new laws regarding investments by bodies receiving tax monies. We need to name an investment officer, notify our bank handling the investments, report annually and follow other regulations.

Brown moved, Smitley seconded to have Hutchins appointed as Investment Officer. Motion carried. Berg & Swanson will advise Hutchins. Hutchins will consult Dave Rumsey and Southern Michigan Bank prior to June Board Meeting and final decision on policy will be made at the June Board Meeting.

### INFORMATIONAL ITEMS

Noted.

### EXTENDED PUBLIC COMMENTS

None

### ADJOURNMENT

Meeting adjourned at 7:35 p.m.

Submitted by:

*Carol A. Brown*

Carol Brown, Board Secretary

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