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10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES

JUNE 15, 1998

ALGANSEE PUBLIC LIBRARY
5:30 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Carol Brown, Richard Sharland, President, Vera Hurd, Rosemary Smitley, John Swanson, Director Mary Hutchins.

ABSENT FOR ROLL CALL

None.

ALSO PRESENT

Jane Baldwin from Quincy Board, Joy Wood, Lisa Wood, Suzie Preston, Mr. & Mrs. Don Vrablic.

APPROVAL OF AGENDA

Swanson moved, Brown seconded, to approve the Agenda with one addition to New Business #8 BDLHEA Weekly Dress Down Day. Motion carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Berg moved to accept the minutes of May 18, 1998. Smitley seconded. Motion carried.

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CORRESPONDENCE

1. Thank you note from the Intermediate School District for cooperation in working with their students in the ADAPT Program. Their teacher Mary Zeiter says "we appreciate your help in working with our students. Dick does a great job with them."
2. Thank you note from Lisa Wood and a little report on her participation at the Library of Michigan Beginning Workshop.
3. Thank you note from Pat Kaniewski. She expressed gratitude to the Board of letting her attend the Beginning Workshop.
4. Thank you note from Kathleen Veysey for the opportunity to attend the Beginning Workshop.
5. Received from the City of Coldwater Facilities Tax Abatement Certificates from Putnam Machine Products Inc., 35 Cecil Drive, Coldwater, MI.

** Sharland reported that he received a letter from Union Twp. Supervisor Ralph Strong stating that the Union Twp. Board would like to meet with him regarding some concerns about the Library. The Director and Rosemary Smitley will attend the Union Twp. Meeting also. The meeting will be July 14th at 7:00 p.m. Sharland informed Mr. Strong that we were holding Branch meetings at the Branches to assess the Branch capital needs and we will be at Union Twp. in October. We would like other members on the township board to attend also.

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FINANCES

1. Approval of Bills: Berg moved to approve the bills as submitted. Ashdown seconded. Motion carried.
2. Financial Statement: Berg moved to place on file the financial statement. Brown seconded. Motion carried.
3. Penal Fine Chart: Discussed.
4. Internet account report: Reviewed

PENDING BUSINESS

1. BDLHEA Report: Hutchins reported that they had their annual meeting on June 8th, re-elected all their officers and would give notice to the Board in a timely way according to the Contract . In September they want to re-open the Contract which expires the end of December. Hutchins brought from BDLHEA two items that are on the Agenda for Board's action tonight.
2. Building Committee Report: All committee reports will be distributed to all Board Members. The Building Committee meeting was mainly a walk-through inspection of the Central Branch noting the condition of the building.
3. Liaison Report:
 - a. Coldwater : Coldwater Board had an election of officers. Randall Hazelbaker will continue as President, Chad McCallum is Vice President, Shirley Clevenger, Secretary. Dr. James Troust is now on that Board. They are purchasing a rack for the handouts in the Heritage Room. They are in desperate need for people to work as volunteers in the Heritage Room especially in the mornings. At the end of each meeting they are sorting through the acid-free boxes. Items that are not wanted will be taken to the Curious Bookshop in East Lansing for sale on consignment.

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b. Bronson: Hurd reported that Stephanie Davis had a nice write up in this week's edition of the Bronson Journal. Regarding the item of closing the Library during the Polish Festival, Carol said "that historically they lose material during that period", so they are requesting the Library be closed ½ day on Friday and all day Saturday. A tree had been planted and a plaque had been placed on a rock in honor of those who have given their lives during the war. The tree has died. Jeanne Underkircher has purchased another tree, and one of the service clubs has donated money to help with the expense of the new planting. The Rotary Club has donated a Perkins Brailier to the Library. They had a problem with the Internet related to Screen Door. Summer Reading Program is going great. Carol has mailed letters to the City Council & Township Board inviting them to our July Board Meeting. Vera will follow that up with personal invitations. Carol did some research and found out that originally there were 2,500 Carnegie libraries in the nation. Now there are only a 1,000. So Bronson library is unique. The Community Chest has donated \$1,000 to the library and the Women's Club is also to donate money.

c. Quincy: Brown reported that Kathy Veysey is doing a superb job taking over as Manager there. Everyone is really happy with her. Renee is helping her in getting settled in. Over 60 kids signed up for the Summer Reading Program. The big tree in front is gone, but it is very lovely to see the Library itself. There have been nice donations of time, material and monies from community people that have done landscaping and helping with the planting of plants and flowers.

Jane Baldwin reported that the National Honor Society has planted flowers. The space planning situation is still up in the air, but a little closer to decision by the Quincy Board.

d. Union: Smitley reported that she has been away and has not talked with the staff since the early part of the month. Everything was fine then. Hutchins reported on the status of the Summer Reading Program, with a lot of new registrations. Linda's concern is always space.

e. Sherwood: Hutchins reported that they are ready for the Summer Reading Program, a lot of boys and girls showing interest. Carolyn is very pleased with the selection of books that the Friends of the Library provided. (Union's books are on the way.)

f. Algansee: Lisa mentioned that she has four children signed up for the Summer Reading Program. Lisa says thanks for the lovely new books from the Friends of the Library. The Wood Family removed the wall and have painted the library.

** Sharland addressed the capital needs of Algansee Library and suggested perhaps a computer terminal. Hutchins mentioned that Bruce is checking into the cost of adding an OPAC line for Algansee and Sherwood. What is needed is a dedicated phone line and modem.

4. Director's Report:

** Commented on what Vera had mentioned. It's not Screen Door that let the kids in and around the Internet. It was MEL. MEL has been taken off the public computer and is now available via the staff computer. She will be going out to Bronson Wednesday morning. What we want to do is put information together for the parents. If they want their children to have unlimited access to the Internet at the Central Library, they will need to come to Coldwater and sign a contract which the other parents have to do. They will be told we do not monitor those computers. We will start working on that issue and will be ready to address the challenges of putting Internet into Quincy and Union later.

** Passed out a copy of the handouts for the Summer Reading Program. The branches have done their own variations.

** Alma Marquardt and Michelle Ellis will assist some of the libraries in giving a children's story program during Summer Reading Program. Central and all branches were offered a program. Only Quincy which had already scheduled enough summer programs declined. There are three requirements for accepting their offer: need to invite them to come, do their own publicity and need to observe the skills their people have.

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Alma and Michelle will also be doing an Internet Parent Education Program at Bronson and Quincy on supervising kids "how to drive safely on the Internet." Coldwater started summer Reading Program today.

** Swanson stated that it was an informal meeting between himself, Director Hutchins and with the new County Administrator, Duke Anderson, to get acquainted.

NEW BUSINESS

1. Proposed Policy on Increase in Fines - Swanson moved to accept policy on Increase in Fines. Berg seconded. Motion carried.
2. Proposed Policy on Raising Fee for Referring Account to Unique - Swanson moved to accept policy on Raising Fee for Referring Account to Unique, Smitley seconded. Motion carried.
3. Proposed Policy on Paying for Lost Cards - Berg moved to accept policy on Paying for Lost Cards. Brown seconded. Motion carried.
- ** Vera Hurd excused at 5:45 p.m.
4. Investment Policy - Sharland indicated a typo in the wording "of the Southern Michigan Bank." Brown moved to adopt with clarification on #2. Swanson seconded. Roll call vote 6 ayes, 1 absent, 0 nays. 6:01 adopted.
5. Closing of Bronson Library for Polish Festival - Because of security problems Carole asked that the Library be closed ½ day on Friday afternoon and Saturday, morning July 17th and 18th. Berg moved that Bronson Library be close for Polish Festival, Brown seconded. Motion carried.
6. Resolution of Surplus Federal Property - Hutchins needs authorization from the Board. Swanson moved to adopt resolution, Smitley seconded. Motion carried. Roll call vote 6 ayes, 1 absent, 0 nays. President Sharland signed Resolution of Surplus Federal Property.
7. Voting on Personnel Policy - Use of Floating Holiday Berg made the motion for the change in the personnel manual to allow for the floating holidays to be combined with regular holiday, vacation and personal leave with approval from the Supervisor and Director. Brown seconded. Motion carried.

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8. Weekly "Dress Down" Day - Sometime ago Hutchins had presented to the Personnel Committee on behalf of the BDLHEA a proposal that they would like to make a contribution to a worthy cause by having a "dress down day," in which staff would pay \$1.00 to wear casual clothes. The proposal at that time was to be one day a month on a Friday. Since that meeting, before any action was taken, they have since approached Hutchins stating that a lot of people don't work Friday. They want to make a contribution to the Shelter House, which benefits the whole county and they would like to make it possible for more people to participate. They asked to have a weekly "dress down day." Hutchins talked with the Personnel Committee and told BDLHEA they need to have guide lines as to how "dress down." Everything will be clean and in good taste. The Board expressed reluctance to create an environment in which things get too casual causing a lack of respect for the library and the employees. The Board would approve that they could have one day a month rotating different days, and BDLHEA Board would choose the days. The days will be called and publicized "Business Casual" as the Board does not like the sound of "dress down."

Ashdown moved to approve a "business casual" day (one day a month) and the BDLHEA Board will select the day each month and publicize it. After the six (6) months BDLS Board will review it. Swanson seconded. Motion carried.

EXTENDED PUBLIC COMMENTS

Baldwin commented on the beautiful Quincy Library. The new landscaping is just beautiful. Everyone did a beautiful job.

** Sharland thanked everyone for attending this meeting.

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ADJOURNMENT

Swanson moved that we adjourn at 7:20 p.m. Brown seconded. Motion carried.

Meeting adjourned at 7:20 p.m.

Submitted by:

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 and services should contact the Branch District Library System, 10 E. Chicago St., Coldwater, MI 49036. (517) 278-2341 FAX (517) 279-7134