

**draft**

10 E. Chicago St  
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
September 21, 1998**

**SHERWOOD PUBLIC LIBRARY  
5:30 P.M.**

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

No one.

**ALSO PRESENT**

Teena Brott, Sherwood Twp. Treasurer; Judy Deeren, BDLHEA Representative; Bruce Guy, Automation Librarian; Carolyn Robbins, Branch Clerk; and Betty Robbins.

**APPROVAL OF AGENDA**

Smitley moved, seconded by Berg to approve the Agenda with three additions to New Business, #4 Health Kiosk Agreement, #5 Gaylord Contract, #6 LSTA Subgrant Application. Motion carried.

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### BRIEF PUBLIC COMMENTS

None.

### APPROVAL OF MINUTES

Swanson moved to accept the minutes of August 17<sup>th</sup>, Ashdown seconded. Motion carried.

### CORRESPONDENCE

1. Letter from Nancee Brewer informing us of her retirement effective October 2, 1998. Library Board will provide severance award to Nancee.
2. Applications for Industrial Facilities & Equipment Tax Abatements: Putnam Machine Products; IFT Abatement request from IMCO Recycling of Michigan, 267 N. Fillmore Rd; Quality Spring/TOGO Inc.; and Putnam Machine Products.
3. Russ Siler, Equalization Director, reported millage for next year will yield increase of expecting less than \$12,000.
4. Letter from Melissa Houtz, President, Chamber of Commerce regarding the Chamber of Commerce's support for the weigh station being open.
5. Letter from Linda George, Director of Headstart, in support of the LSTA Grant.

### FINANCES

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

PENDING BUSINESS

1. BDLHEA Report: given by Judy Deeren.
  - a. Discussed Weekly Dress Down Day. “On June 15<sup>th</sup> the BDLS Board approved 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.” This is not what BDLHEA had intended. Request trial period now until Christmas with every Friday known as Jeans Day. Employee would pay a \$1.00 to wear jeans. The money will go to the Shelter House. Swanson made a motion that the last working day of each week be considered dress down day, until December 18<sup>th</sup>. It will be re-evaluated at that time.  
Hand Vote: 4 ayes, 3 nays, 0 absent.
  - b. Report on Unique Management. We are having good results with Unique.
  - c. Opening of Contract. BDLHEA wishes to start negotiations.
2. Liaison Report:
  - a. Coldwater: Ashdown reported yearbooks and directories will be bound. Microfilm will be purchased from Berrien & Cass County Federal Census. Still sorting from the acid-free boxes and placing books on consignment.
  - b. Bronson: Hurd reported she spoke to Carole concerning the barcoding. Carole is concerned it will not be completed in the time frame that had been established. Establishing regular communication with the local newspaper. A visit with Jane Baldwin and Carol Brown accomplished a lot. They are looking at what they can do in Bronson. Several things need to be followed up. There are efforts to make Bronson Library a Historical site.
  - c. Quincy: Brown reported she went to the Quincy Board meeting. Rotary pledged \$1,000 towards the Book Drop Box. Waiting for Mr. Koster to get back with them concerning some things. All is going well.
  - d. Union Twp: Smitley reported that Linda is looking forward to Story Hour starting early October. They will be doing pre-school Story Hours. Some advertizing has been done. Linda and Pat will trade each week doing Story Hour. Linda mentioned that she will have better communications with the newspaper due to a new reporter in town.
  - e. Sherwood: Carolyn Robbins, reported the library is getting ready for Story Hour. Story Hour will run the same time frame and be kept to pre-school children. Sister-in-law Betty Robbins will be helping with Story Hour. Township building having water problems. Water coming through the wall and under the door. New windows have been in place and new lights. The village is putting in an answering machine which will provide library hours.

f. Alganssee: Hutchins reported that Alganssee is adding to the collections. Alganssee store be closed from Christmas until April. Lisa asks to be on Leave Without Pay. It is a slow time for the library and the store. Official action from the BDLS Board will be considered next month after the Alganssee Township Board is notified.

3. Director's Report:

☞ Vacation completed.

☞ Friends of the Library discussed the possibility of having an endowment fund for Children's Services. It would be used for children's materials and programs. The money would go through BDLS for tax purposes but the project would be decided by the Friends of the Library in consultation with Christie.

☞ Chris Delaney of Graphics 3, working is with Hutchins on the fund raising tri-fold brochure.

☞ Mary Cook is doing more with her bookkeeping. Working on encumbrance lines for the book orders. Up date due by next meeting. Also working on book statistics of each branch book order and equipment which will be reported at the end of the year.

☞ State aid is now 50 cents per capita.

☞ Staff at meeting last Monday viewed a video from ALA on Intellectual Freedom and how staff needs to follow the selection policy adopted by the Board.

☞ News notes from Woodlands: Both Colon and Tekonsha passed 1 mill for their libraries.

☞ Request from a Bronson teacher to ask the BDLS Board to start fall hours earlier when school starts.

☞ Christie requested we send 4-5 people to Kalamazoo Valley Community College for a special Childrens Conference October 24. Registration is \$30.00 per person. They give .5 CEU's.

☞ The East Security Gate is not working. Maintenance contract expires Sept. 30<sup>th</sup>.

☞ New shades in Kids Place.

☞ September is National Library Sign-up month. The Friends of the Library are placing volunteers at Central Library three times this week to encourage children to sign up for library cards.

☞ Literacy Council is trying to get a full Board together.

☞ Ashdown and Berg offered to go with Hutchins to discuss penal fines with Judge Coyle. New County Administrator Duke Anderson wishes to attend too.

☞ Two patrons pleased with our purchasing certain books.

☞ A lady from Sherwood called with a complaint. It concerned the raised fines and not being able to renew books.

☞ Children's Services Committee meeting Thursday, Sept 24th, at Quincy 4-5 p.m.

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- ☞ On Saturday, Sept. 26<sup>th</sup> there will be a very interesting piece of artwork from Sturgis placed in the A/V section for two weeks.
- ☞ Bruce arranged for the Nichols Company to come in and do a demonstration of the Athena Computer System. Bruce is working on a grant to include Athena Computers for Algansee and Sherwood.
- ☞ Library took part in a survey for Wayne State Univ. Library School on how the public is served in regard to medical resources. The participating libraries all feel they fall short because of lack of funding for medical materials.
- ☞ Transfer funds from the Fund Balance to the Book Budget: Berg moved to transfer \$10,000 into the book budget, Brown supported. Motion carried.  
The additional money will go to branches, Central Juvenile Books and Adult Fiction.

#### NEW BUSINESS

1. Judge Coyle meeting discussed earlier.
2. Deferred Compensation Plans: Beginning 1/1/99, governmental employers must hold all such assets of eligible deferred compensation plans in trust funds or custodial accounts. When the Section 457 funds are in trust funds or custodial accounts, the plan assets will no longer be assets of the Library or subject to the general creditors of the Library. Two optional changes are allowed for Section 457 Plan.  
Statement made by Brown that BDLS is in compliance with the MAC account Section 457 Deferred Compensation Plans.
3. Claire Heinonen, Union City Community Schools Librarian, informed us that their elementary librarian left and will be replaced with a teacher who has no library training. Branch Library was contacted to train this person. Hutchins drafted a tentative proposal: 1. We will send a certified person (Linda Grill); 2. Union City Schools will reimburse us for materials and mileage; 3. They will reimburse us to hire library assistance to replace Linda Grill during the times she goes to Union City and fund preparation time for Linda Grill. Approximately eight half days during the school year will be required. Union City Schools will be voting on this tonight. BDLS Board discussed and gave verbal approval.
4. Health Kiosk Agreement: Signed by the BDLS Board that we will daily check it and send reports. The only cost to the library is a phone line. Updating is due by the end of the year. Swanson moved to approve the contract for the Cancer Kiosk, seconded by Smitley. Motion carried.
5. Gaylord Contract renewal start 1/1/99. There is a 90 day notice to make changes in maintenance contract. Swanson moved to renewal contact with Gaylord, seconded by Ashdown. Motion carried.

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6. Resolution for LSTA Grant. Berg made a motion to adopt the resolution to apply for the LSTA Grant, Smitley seconded. Motion carried. Roll call vote for a resolution: 7 ayes 0 nays 0 absent. We will be notified by February '99.

### INFORMATION ITEMS

Carolyn recommended that the basic need at Sherwood Library is shelving.

### EXTENDED PUBLIC COMMENTS

Carolyn will check with Township about moving the barrier and just using book shelves for the separation between the tables and office area. Betty Robbins will be helping with Story Hour. Hutchins will come to the library to help weed out books for more shelf space.

### ADJOURNMENT

Meeting adjourned at 8:10 P.M.

Submitted by:



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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