

draft

10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
October 19, 1998

UNION TWP. PUBLIC LIBRARY
5:30 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Richard Sharland, President; Rosemary Smitley, and Director Mary Hutchins.

ABSENT FOR ROLL CALL

Jeanne Berg, Vera Hurd and John Swanson.

ALSO PRESENT

Bruce Guy, Automation Librarian; Linda VanWormer, Branch Manager; Pat Kaniewski, Branch Clerk; Sharon Bolay, LuAnn Dolph, Tamra Fox, Ralph Strong and Frank Swain.

APPROVAL OF AGENDA

Ashdown moved, seconded by Smitley to approve the Agenda with the addition to incorporate Public Comments with Union Twp. liaison report. Motion carried.

draft

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Smitley moved to accept the minutes of September 21, 1998, Ashdown seconded. Motion carried.

CORRESPONDENCE

1. Russ Siler, Equalization Director: We do not need to have a Truth in Taxation hearing this October since there is a change in the laws. Public hearing on our budget is in December. Sign and date that we are in compliance.
2. Correspondence from a Bay City audit firm inquiring to bid on the library audit.
3. Charlaine Ezell has notified us that a lot of libraries have updated their strategic planning. "Planning for Results" is on order for the library so Board should be able to do it without outside help.
4. Legislation update from the Michigan Library Association: Bill #11420 to require elected Library Board. Some pending House Bills include penal fines for libraries. Bill #5830 would provide \$500,000 funds to support Summer Reading Program and Public Libraries, total of 387 libraries.
5. Thank you note from Claire Heinonen for reference and ILL service.
6. Notice of Linda Grill for Jury Duty from October 1 to December 31, 1998.
7. Letter from State of Michigan Senator Philip Hoffman regarding the reopening of I-69 weigh station.
8. Tax abatements.
9. Contract for snow removal from Gordon Mosher of Courthouse. Brown moved to continue with the Contract from Branch County for snow removal, Ashdown seconded. Motion carried.

draft

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: No report. Waiting for Personnel Committee Meeting.
2. a. Coldwater: Swanson was present and Hutchins reported: Gift of blue prints of the old state home and training school. Still sorting through acid-free boxes. Troust will be drafting a new Annual Solicitation Letter. The Tri-fold will be included with the mailing.
b. Bronson: Hurd is out of town and Hutchins reported: Started Story Hour last week. They had a total of five (5) sign up. Steph and Carole were trained on Print Shop.
c. Quincy: Brown reported that Quincy Township is going to get bids for all the wiring in the building. The laminating machine is up and running. The fall reading program has been started; Kathy had distributed 703 bookmarks to the elementary schools. The first week in October she will be starting in the Middle School. Election of officers resulted in same.
d. Union Twp: Union was very appreciative of the \$800 for books. Hutchins did Story Hour on Wednesday morning two (2) children. The knob on the bathroom door was replaced. Linda and Pat mentioned that patrons have asked about the Internet. Linda spoke with the editor of the paper for publicity purposes.

** Discussion of Union Twp. future needs. Sharland stated Rosemary Smitley, Mary Hutchins and he met with the Township Board in July. Concerns of Township: Use of the capital funds, book budget and how the help was being shuffled back and forth between the branches. Telephone line that should have been disconnected has been taken care of. Furniture and computer equipment. Problems with computer equipment. One of the items discussed was one township board member was wondering if the capital money could be spent for prior projects that have already been done. Sharland raised the question if it was legal, Hutchins inquired of our attorney. Attorney comment: We should not be spending money that we did not know and plan about before it was spent. Basically our agreement with the township is that township maintains the building.

PENDING BUSINESS continued

Hutchins will see that all branches will receive every year a report of the overall spending. Question from the township: "How does the board come up with the \$9,000 each year?" Sharland said it was a break down of percentages. Smitley mentioned it was agreed upon by Townships and Board. Linda's wish list included: new work station, new chairs, magazine racks, table refinished, large book ends, and new front window of the township building. Upgrading of equipment to a better system in the future. Branch contracts with the Townships need to be updated. Bruce will be checking up on the work stations with the company from Battle Creek, to correspond with the township work station. Sharland thanked the people of Union Twp for attending this evening meeting.

e. Sherwood: Carolyn and Hutchins will be weeding out some books to make room for new books. Storytime moving right along. Still have water problems, mildew to the books and equipment. Township does not want to remove the railing.

d. Algansee: Township has not acted on the closing of Algansee Library for January, February, and March, so the matter will be tabled until November BDLS Meeting. Algansee will stay open until the end of December. Lisa is doing a one time story time, working with books.

3. Director's Report:

☞ Bruce spoke to the Board about placing the Centurion guards on the computers in the Heritage Room. Basically will protect the hard drive against bad usage and virus.

☞ Hutchins asked the Board members to post card, phone or write a letter to candidates Vear and Grigsby and Sen. Hoffman concerning House Bill #5901 (Lowering Truck Load Limit.)

☞ Christie Kessler, Marilyn Byers, Stephanie Davis and Carolyn Robbins will be attending the Childrens Conference meeting Friday at Kalamazoo Valley Community College.

☞ Still having problems with lights on the East Side of the library. Stains on the ceilings. Surge protectors need to be replaced every 2 years. Building Committee will have to check into these items at the next meeting.

☞ Linda Grill working with data base training with Union Twp. and Bronson Libraries.

☞ Rolling Stone magazine has had some untasteful covers so copies are kept behind desk.

☞ The new heating & lighting equipment has saved over \$1,000 to date on utilities. Still some unresolved problems with plumbing.

☞ New employee Mary Burdick taking Nancee Brewer's place. Had a nice retirement party for Nancee. Mary is working 7 - 10 hours a week.

☞ Finalizing the Tri-Fold with the Board. Friends and Coldwater Boards have approved. Purchase price will be split 3 ways, will be ordering 1000.

☞ Sunfield Library which is a small town near Grand Ledge passed a 1.3 mil levy for a new library.

draft

PENDING BUSINESS continued

- ☞ State Legislature increase of 5 cent per capita state aid maximum received.
- ☞ Ohio libraries received \$34.68 per capita last year, Indiana libraries \$30.72 per capita, Michigan libraries received \$19.29 per capita and Branch District Library even less (see statistics distributed.)
- ☞ The Board will be discussing 1999 preliminary budget in November, need to finalize in December..
- ☞ Hutchins presented the schedule for next year. Proposed being closed all day Good Friday. After checking with schools, proposed we start the fall schedule August 23rd. Smitley moved, supported by Brown that we accept Director's proposed schedule for next year. Motion carried.
- ☞ Ashdown reported on meeting with Judge Coyle on Monday. Scales not fixed, just using temporary scales. 6 miles of road North of the Indiana line will be under repairs and the scales will be closed during that time. They have two collection agencies to help collect fines. Duke Anderson, County Administrator also attended the meeting.
- ☞ A mother came to discuss the Chat Room with Hutchins concerning her daughter. Parents are now asked to sign a waiver regarding youngsters' use. We just don't have the people to monitor the Internet at Reference. Angola Public Library will not allow Chat Rooms on their Internet. Bruce will investigate technology to handle the situation and report to the Board in November.
- ☞ New Library Statistics of Class V Libraries distributed by the Library of Michigan prove this library is funded below average.
- ☞ Closing of Algansee Library will be tabled until November BDLS Meeting.

NEW BUSINESS

1. Expiration of Board terms; Carol Brown and John Swanson. Letter of reappointment of board members. Hutchins will talk with Swanson. Carol Brown said she would reapply.
2. Director's Evaluation - Forms will be mailed October 21st to the BDLS Board Members. Will use the same form from other years. Board Members will mail said evaluation to President Sharland prior to November BDLS Board Meeting.

draft

Page 6 of 6
BDLS Board Minutes
October 19, 1998

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

Noted in the Union Twp liaisons report.

ADJOURNMENT

Meeting adjourned at 8:30 P.M.

Submitted by:



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