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10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
November 16, 1998

Central Library Meeting Room
5:00 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

Bruce Guy, Automation Librarian; Linda Hudson, BDHLEA Representative.

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown to approve the Agenda with one addition to New Business,
#6 Data Serv Contract. Motion carried.

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BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Berg moved, to accept the minutes of October 19, 1998, Smitley seconded. Motion carried.

CORRESPONDENCE

- ☒ Thank you note from a prisoner from Lakeland Prison for being able to use the Inter-loan of the library.
- ☒ Letter from Grace Houtz, Township of Quincy, to have Carol Brown reappointed to the BDLS Board.
- ☒ Brochure from Duro-Last Roofing.
- ☒ Received Service Contract charges for Otis Elevator.
- ☒ Thank you letter from the Dept. of Commerce for use of the conference room for their testing of Census candidates.
- ☒ Correspondence from the City of Coldwater: "City of Coldwater vs Coldwater Place Apts. Ltd. Ptr. AKA Chandler Estates Apartment," regarding Michigan tax tribunal.
- ☒ Letter from Erica Ewers, Alganssee Township Supervisor, on the temporary closing of Alganssee Library from January 1- April 1, 1999.

FINANCES

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

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PENDING BUSINESS

1. BDLHEA Report: Hudson reported: had nothing to report at this time.
2.
 - a. **Coldwater:** Ashdown reported: the CPL Board holiday letter was reviewed. The tri-fold will be included with that mailing for donations. Discussed whether or not to have the megalithoscope repaired. The Board will be meeting at 3:30 with the Heritage Room volunteers before December 14th meeting. The Board discussed installing a locked case to store valuable items and other pieces of history. December 14th meeting will adjourn to the City Hall Basement to check on items stored there.
 - b. **Bronson:** Hurd reported: Friends of the Library will be meeting tomorrow. November 19th will be Bronson's last Story Hour until after the holidays, seven children signed up. Branch Art Guild will change painting in the library each month. There has been more publicity in the newspaper and flyers sent to the Head Start about getting a library card and story hour. Seventy-Five letters went out to persons interested in restoring the library. Tuesday afternoon the people from the community want to get organized. Two areas of interest (1) obtain historical marker, (2) create a foundation. Preserving the building is very important. Carole should create a "wish list." Things are happening in Bronson.
 - c. **Quincy:** Brown reported a nice short meeting. They received correspondence from a man from Quincy, Mass., who is doing a video on all towns named Quincy. He feels Quincy, MI is one of 14 towns named after Quincy, Mass. Circulation is up. Drop Box donations are coming in. The elementary school has selected the library as their community project and money from their popcorn sales will be donated. Fifty-four people visited the library during "coffee hour" at the fall festival. Mr. Koster suggested that we might have to contact a structural engineering company concerning the lift.
 - d. **Union Twp:** Smitley reported: Story hour was going fine. Marilyn Byers was sent over from Central to help Pat with story hour seven children attending. After the holidays story hour will continue. Not a word of GTE problems. Children's Services Committee will be meeting November 19th, 4-5 P.M. at Union Twp.
 - e. **Sherwood:** Hutchins reported that Richard Sharland was over to check into the water problems. Books are damp and the dampness is bad for computers. Township is not maintaining building well. Hutchins helped Carolyn do some book weeding. Moving along with Story Hour. Hutchins will write a letter to the City of Sherwood to address building problems.
 - d. **Algansee:** Letter from Erica Ewers, Supervisor. Also had conversation with Joy Wood who is sorry about closing the library from January to April, but because of family needs, it is necessary. Joy will be trained as a sub and informed of what is expected of subs after the library reopens. Lisa did one story time which went very well.

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3. Director's Report:

- ☞ Door mats in Central lobby have been replaced.
- ☞ Card catalog cabinet given to Union City Middle School.
- ☞ Received a call from audit firm Campbell, Kusterer & Co., P.C. in Bay City, MI. Called all five references with good reports. Will ask for a bid and ask if they are in year 2000 compliant. Also, will contact Rumsey and Watkins on 2000 compliant.
- ☞ Light problem in the parking lot area solved. Jepson electric replaced a cell.
- ☞ Havel Bros. problem is still ongoing. Air getting to the 3rd floor is still a problem.
- ☞ Two volunteers have been ill - Sonja Harris has been in the hospital and Mr. Cook has had surgery. Employees from Kids Place, circulation, and reference have been doing a good job shelving in their absence.
- ☞ Committee for the Christmas Party met today and tentatively planned for the staff and spouses to go to the Monroe Street Station on December 11th at 5:30 P.M.
- ☞ Breton Group came by on November 11th. They will call Mr. Swanson. It is a firm who assists boards working toward their future. Breton Group suggested we do a capital campaign to set the stage for possible millage vote in future. In January, they want to make a presentation to the Board.
- ☞ Bad news - we are suffering from a form of "Road Rage." Gentlemen approached FAX machine and was rude to Barbara and myself; a lady who had overdues was very unpleasant; three occasions in the library there has been urination and feces and defacement of books in the non-fiction area; an angry mother complained of overdues; rudeness at the reference desk on the part of a patron; a lot of parents with concerns about the Internet.
- ☞ Retrieved all furniture that was at the Court House with the exception of two items in the County Clerk's Office: a micro-film cabinet and a carrel. The table which is new to the meeting room was retrieved from Gordon Mosher's maintenance office.
- ☞ Folks in Quincy are interested in going to Mendon Township Library, a Carnegie. They are restoring and putting in a lift. A lady there will be at the library 6:30-7:30 Wednesday nights.
- ☞ Bruce Guy showed the video on Penal Fines from the Library of Michigan.

- ☞ Bruce Guy, discussed long range projections and working on getting new furniture in Union City. Attended the Union City Board meeting. PC testing for 2000 compliant. Upgrading software for 2000 compliant. That will entail a one time charge. At Branch County Federal Seminar talked with an officer about donating their old computers to the library.
(Proposal for change in Internet permission, privacy screens, other stations (CD & Internet), and monies to be used for these changes by January 1, 1999.)

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PENDING BUSINESS Continued

- Berg moved that the library move forward with the project and restructuring of other computer stations and spending necessary funds. Brown seconded. Motion carried.
- ☞ Permission to have some of the paintings repaired.
4. Confirm temporary closing of Algansee Library discussed earlier in correspondence.
 5. Status of Board Terms: Judy Elliott confirmation of Brown's and Swanson's nomination.
 6. Director's Evaluation given by Carol Brown: Always a pleasure to evaluate Mary. Hutchins is thoroughly and highly supported by the BDLS Board for: all her good work, dedication to the Board, Staff and patrons, her networking and wonderful enthusiasm, commitment to the library and branches, network of colleagues to work with, and organization skills, working with us on the budget and within the budget. She is a keeper. Congratulations on a fine evaluation given from President Sharland.

NEW BUSINESS

1. Berg moved to adopt the resolution for 1999 meeting dates, seconded by Smitley. Carried. Ayes 7, Nays 0, Absent 0.
2. Short video on Penal Fines was viewed earlier.
3. Report on meeting with Breton Group - discussed earlier.
4. Set Building Committee Meeting date: (Central Library, Thursday, December 3rd at 9 a.m.) Carole Bolton from the CPL Board will attend.
6. Data Serv Contract: Submitted annual contract, outlined all equipment. Sharland to sign. Brown moved to adopt the Data Serve Contract and authorize Sharland to sign, seconded by Ashdown. Motion carried.
5. Meeting to adjourn to closed executive session for the purpose of negotiations after a short break. Will reconvene at 7:05 P.M.

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

No one at this time.

RECONVENE REGULAR BOARD MEETING

Berg moved, Smitley seconded to go into executive session. Carried.
Roll call vote 7 Ayes 0 Nays 0 Absent. 7:08 P.M.

Berg moved, Smitley seconded to reconvene to Regular Board Meeting at 8:00 P.M.
Carried. Oral vote 7 Ayes 0 Nays 0 Absent.

ADJOURNMENT

Adjournment at 8:07 P.M.

Submitted by:



Carol Brown, Board Secretary

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