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10 E. Chicago St  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES

March 15, 1999

Central Library Meeting Room  
5:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Vera Hurd, Richard Sharland, President; John Swanson and Director Mary J. Hutchins.

ABSENT FOR ROLL CALL

Carol Brown (excused) and Rosemary Smitley (excused.)

ALSO PRESENT

Bobbi Brickey, Quincy Library Board.

APPROVAL OF AGENDA

Swanson moved, seconded by Berg, to approve the Agenda with the addition to New Business #4 Computer Spending. Motion carried.

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### BRIEF PUBLIC COMMENTS

Bobbi Brickey reported for Quincy Branch: Library planning to get new shelving and lift. Presently writing grants for the lift. Soon to have an estimate on the lift. Planning on shelving project by areas. Book drop on the way. It is all paid for. Making progress!

This will cover liaison's report of Quincy.

### APPROVAL OF MINUTES

Ashdown moved, seconded by Swanson, to approve the Minutes of February 15, 1999. Motion carried.

### CORRESPONDENCE

- ☒ Hutchins reported the 2 CD's were invested in Southern Michigan Bank which had the most favorable rates. We decided to incorporate them into a one \$200,000.00 dollar CD until August.
- ☒ Confirmation from George Lawson that he will be here at the Library Tuesday March 16<sup>th</sup> afternoon at 4:30 p.m. to meet with the Building Committee. John Swanson has another commitment at that time and will not be attending.
- ☒ Letter of resignation from Ellen and Glenn Shoun. April 30<sup>th</sup> will be their last day. A farewell luncheon with the volunteers will be April 19<sup>th</sup> - 12:00 noon until 2:00 p.m. The Board is cordially invited to attend. They will receive their retirement bonuses that were voted by the Board. Ellen will continue "Branching Out" newsletter.
- ☒ Battle Creek Area Chamber of Commerce will be handling our Blue Cross Blue Shield of Michigan effective April 15, 1999. We hope for better communication.

DRAFT

### FINANCES

1. Approval of Bills: Swanson moved for approval of the bills. Berg seconded. Motion carried.
2. Financial Statement: Hurd moved to place on file the financial statement, Ashdown seconded. Motion carried.
3. Penal Fine Chart: Discussed.

### PENDING BUSINESS

1. BDLHEA Report: BDLHEA was decertified today March 15, 1999, with a vote of 16 - 3. Finalization will be received within 2 weeks from the Dept of Labor.
2. a. Coldwater: Ashdown reported that the CPL Board will be checking into repairs to the oak chair and the megalithoscope. Mr. Leonard Scott will be constructing locking glass doors on a section of shelves in the Heritage Room. Quick Print is printing up for National Library Week the history of the library written in 1968 by Margaret Norton. There will be no formal program this year. Friends of the Library will be having a book appraiser here On April 17th. John King is going to give a bid on all of the material the City Board is weeding out from downstairs.  
The material from the City Hall basement was purchased by John King from Detroit for a \$100.00 as reported by Hutchins.
- b. Bronson: The first meeting of the Library Board was held on Thursday March 4<sup>th</sup>, 5 of the 6 members in attendance. They had election of officers and met for about an hour and discussed revisions of the donation envelope for the Friends of the Library to place in memorials in funeral homes and to keep in the library. Friends will meet tomorrow Tuesday, March 16<sup>th</sup>. Colleen Knight will talk with the Friends about establishing a grant through the Branch County Community Foundation. Carole made the announcement about the United Way gift of \$1,200 for children materials. Carole suggested that the Central library establish a book box of reading books and activities for children, to be rotated through the libraries. Hutchins commented that it is being worked on.
- c. Quincy: Refer to Bobbi Brickey's statement earlier.

Pending Business continued:

d. Union Twp: Hutchins reported that Carole Maddox informed us of a grant by an organization called the Libri Foundation. There is a nation wide foundation that supports grants for children's book and monies for smaller libraries. They require a local match of \$350.00. Linda VanWormer asked the Rotary Club president in the morning and by that afternoon she had in hand a check for \$350.00. This will be discussed further at the Children's Services Committee. Carole informed Hutchins today that she had mailed out 26 letters and received \$50.00 already for the match. Union has a small story hour group which has been steady. A volunteer from Athens is helping with Story Hour.

e. Sherwood: Carolyn phoned Hutchins to inform the library she had a conversation with David Meyer, the township supervisor. The township is in the process of purchasing land north of town near the cemetery for their new township hall and will not provide for a library. They are planning to offer the present building to the Village for \$25,000 and want the Village to take over all of the library expenses. Water problem is a little bit better. They have a dehumidifier going. Story time for April planned and getting ready for Summer Reading Program. Upon Bruce's return from vacation, Sharland will meet to discuss computer set-up.

f. Algansee: Things not going well. May be down until May. Lisa is sending in books to be cataloged.

3. Director's Report:

- ✍ Friends of the Library USA have a list of recommended books called "Readers Choice books." The library had more than half of them.
- ✍ East Security Gate was not working. Maintenance contract was discontinued last fall. Gate was out of order for a couple of months and things were lost. Cost to replace the gate is \$10,000 - \$12,000. The Board will have to budget for a new gate. It doesn't meet the FDA standard for a 36" or wider wheelchairs. Dick Smolinski has it temporarily repaired.
- ✍ Kiosk is moving to the Health Department tomorrow.
- ✍ We have discussed video exchange on kid's videos, each branch should purchase their own childrens videos.
- ✍ Weeding at Central, non-fiction 0 - 100 - 200 -300 second floor almost done. We will know exactly what the library needs to replace. The library received \$500 from the Altrusa Club for women's health issues and \$500 for Summer Reading Program.
- ✍ All cordially invited for the Shoun's Retirement and volunteers luncheon April 19<sup>th</sup> at Noon.

Director's Report continued:

- ✎ Havel Bros discovered in 3 offices on the third floor a fusible link which is a safety gadget that is inside the duct. If there is a fire it will slam shut. Havel Bros would not have reason to know about it, nor the library.
  - ✎ Legislative update: A bill introduced by Representative Cherry to provide \$5000 to support Summer Reading Programs in public libraries. We need to order Summer Reading Program materials really soon. A bill in the Senate introduced by Senator Sugars to create a civil infraction penalty for underage use of tobacco. It designates 50% of the fine go to the library and 50% goes to the local unit of government for enforcement. All penal fines were intended to go to libraries. Representative Vear will be at the Hillsdale Library Monday March 22<sup>nd</sup> to discuss library issues with librarians.
  - ✎ Tomorrow March 16<sup>th</sup> Christie Kessler and Sandy Cunningham, Kathleen Veysey, Carole Maddox and Linda VanWormer will be going to Albion to have a review of how enter all our books in the computer system.
  - ✎ There will be a meeting sponsored by the Capital and Woodlands Coop on May 18<sup>th</sup> called "Planning for Results, A Library Transformation Project"(a new way to look at long range planning.) All day at East Lansing Public Library. Ashdown will let Hutchins know if she is able to attend.
  - ✎ Vote March 15<sup>th</sup> on decertification for BDLHEA signed on behalf of Board.
  - ✎ Article in the Battle Creek newspaper on the Universal Service Funds discount.
  - ✎ Bruce is on vacation. We need to have a the technical services committee to discuss with the CBPU supporting a wide area network to connect with the branches.
4. Personnel Committee Report & actions on wages & salaries: Hutchins was informed by Rick Fries today that the Personnel Committee should be prepared to deal with taking care of all personnel issues at the next meeting. We are waiting for decertification from the state. Increase will be retroactive to January 1st. **Deferred until next month.**
  5. Mr. Koster's Proposals: Hutchins spoke with Mr. Koster - want to defer his proposal until other estimates are in. Building Committee meeting tomorrow March 16<sup>th</sup>.
  6. Security System: Defer for the time being. It is fixed at the present time.

Pending Business continued:

7. Building Committee recommendations:
  - a. New faucets - Proposal from Aker, Inc. Labor and material to replace five lav. faucets to meet ADA requirements. Cost \$890.00. Berg moved to replace faucets in the 5 bathrooms, Swanson seconded. Motion carried.  
  
Baby changing tables for two bathrooms discussed.
  - b. Painting of bathrooms - Hutchins will call around for painting bids  
Will be discussed further at Building Committee meeting.
  - c. Shampooing of carpets Memorial Day weekend - consider hiring to clean and buff workroom floor at cost of \$165.00. Board gave approval for the above.

NEW BUSINESS

1. Visit of George Lawson re; program statement: Mr. Lawson will be here March 16<sup>th</sup> at 4:30 P.M. Will meet with Building Committee: Sharland, Hurd, Hutchins.  
Swanson will be unable to attend.
2. Summer visits to Branches? Board decided to have a luncheon meeting June 22<sup>nd</sup> and visit all the branches.
3. Proposal to deposit USF refunds in Capital account for upgrading Galaxy: Berg moved to deposit USF funds in Capital account for upgrading Galaxy, seconded by Swanson. Motion carried. Berg moved to adopt the proposal #3 to upgrade automation system and become Y2K compliance, seconded by Hurd. Branches will be notified of the Board's decision. We will discuss with branches their participation with their capital money. Motion carried.
4. Computer spending: Covered in the above statement.

INFORMATION ITEMS

Noted.

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EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment at 6:40 P.M.

Submitted by:

*Jeanne Berg (Acting Secretary)*  
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