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10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
May 17, 1999

Central Library Meeting Room
5:00 P.M.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Jeanne Berg (arrived 5:05 P.M.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Bruce Guy, Automation Librarian

APPROVAL OF AGENDA

Swanson moved, seconded by Smitley, to approve the Agenda with one (1) addition to New Business #5 Fund Balance. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Hurd, to approve the Minutes of April 19 1999. Motion carried.

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CORRESPONDENCE

- ☒ Received a thank you note from Senator Hoffman.
- ☒ Tax Abatement application for industrial facilities from Borg-Warner Automotive.
- ☒ Correspondence from Barbara McKillip, Libri Foundation notifying the branches did not receive the Libri grant.
- ☒ Letters from the Rural Libraries Conference participants who attended - Pat Kaniewski, Carolyn Robbins, Kathleen Veysey, Stephanie Davis.
- ☒ Thank you note to the Board from the Shouns.
- ☒ Legislative Update from the Michigan Library Association.

FINANCES

1. **Approval of Bills:** Brown moved for approval of the bills as submitted, Smitley seconded. Motion carried.
2. **Financial Statement:** Brown moved to accept the financial statement, Swanson seconded. Motion carried.
3. **Penal Fine Chart:** Noted.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** No May meeting.
 - b. **Bronson:** Hurd and Maddox attended the Township Board Meeting last week. Received a fine reception. Carpeting and painting needed at the library. Capital fund may not be enough to do all. The township said that if the city agrees and if within their means they would split the difference of what it would cost beyond what the library could do. Friends of the Library is active, will be meeting tomorrow afternoon and will be having a bake sale this Saturday. The Rotary is there this afternoon cleaning up the lawn.

- c. **Quincy:** Brown reported that Quincy had the drop box ceremony last week. Five children, one from each of the grades 1 thru 5, represented their class. Kathy presented a nice little program where she thanked the children for donating \$850 towards the drop box. And, of course the Rotary had donated \$1,000. There are more requests for large print books at Quincy. Kathy is holding a book group called the "Tower Corner Group." The wiring is to be started within two to three weeks, and then after that is completed Bruce will be there to run the computer wires. Kathy has met again with Middle School kids and have gone over their wish list. The hot items are magazines and CDs. Kathy mentioned she had some good classes at the Traverse City workshop. Roy Tappenden, husband of one of the former librarians at Quincy, refinished the library doors. Carol Kahaian who is getting her master gardening course certificate will do a flower project at the library. The Nika Club which is a literary club has donated a total of \$559 to the library for various library projects.
- d. **Union Twp:** Smitley attended the Township Meeting last week. The new furniture really looks great. Township was very receptive. They would like to see how Capital Funds are spent throughout the entire district ie Bronson, Quincy, etc. They wonder if we might share expenses for the window and perhaps a door. They are concerned that Union City capital funds will be used somewhere else. More open communications with them. Balance of funds are carried over year to year in Capital Funds. Bruce Guy reported that Union Twp. will not need new phone lines because of new computers.
- e. **Sherwood:** Dehumidifier is not working properly, icing up. Use capital monies to purchase (\$150) a new dehumidifier. Carolyn has been talking with school kids and very enthusiastic about the Summer Reading Program.
- f. **Algansee:** Hutchins reported library is open again. Lisa is pleased with the new books and is planning a kickoff for the Summer Reading Program.
2. **Sharland - Report on Rural Libraries Conference:** Stopped off and toured the St. Johns Library, a renovation done by Mr. Koster of an old carpet store. Attended the conference the next morning: good presentations and well attended. A visually impaired person from the Library of Michigan presented technical equipment that is available to libraries for person with visual problems. Left the conference and toured the new Traverse City Library. It is designed like an old train station and has a bomb proof book return room. George Lawson worked with Traverse City in the planning. Stopped and toured the Cadillac Library. Cadillac book shelving space was really crowded.
3. **Report on Building Committee:** Swanson reported that "the triangle" belongs to the County. Sharland reported undertakings: painting the front steps, cable replaced on the dumbwaiter, Union Township Library's old desk approval for Bill Coats to auction off, proceeds to Union Twp Library for capital improvement and painting the A/C outside. Hiring someone to paint the public bathrooms is in process.

4. **Report on Children's Service Committee:** Ashdown reported that the story kits they will be making up will contain books, puppets, art projects. Just finished kindergarten registration in Coldwater and a parent volunteer that was there had all of the applications and asked every single parent that came thru the door to sign up for new library cards. Seventy-Seven (77) kids signed up.
5. **Report on Branches Use of Capital Fund:** For computer update Quincy, Bronson, Union Twp. said it was okay.
6. **Director's Report:**
 - Will be assisting the Literacy Council in hiring a secretary/receptionist for the office. I was on team that hired Barbara Funk, Coordinator.
 - The weeding of second floor non-fiction area almost done.
 - Michigan Documents are in place and publicized to the public. Barb Riegel did an excellent job organizing them.
 - Smolinski completed painting of the A/C units and light pole painting. The East lobby entrance has the carpet taped down because the bricks have shifted and need new mortar.
 - Hard surface bathroom and workroom floors will be stripped and cleaned next weekend.
 - Carpet cleaning Memorial weekend.
 - Kindergarten Round-up was successful
 - Ashdown & Hutchins will be attending the Public Library Association meeting tomorrow (May 18, 1999) on a new planning process.
 - New faucets are in place in all bathrooms.
 - Kathy Veysey this week will be going to each class at the Jennings Elementary School to talk about the Summer Reading Program.
 - Received a newsletter that we get from Fairfield County Library of Lancaster, Ohio which had a little biographical note on Bill Koster who designed their remodeled facility.
 - Dr. Laura has misinformation on American Library Association and it's influence on all public libraries. One of our patrons here in Branch County heard of it and called in upset by the program
 - Bronson Journal had an article on about the 5th graders reading at the Bronson library.

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NEW BUSINESS

1. **Township Contracts:** Provided to the Board before hand to familiarize/refresh minds of its content. Questions or make changes.
2. **Plan of Service:** Will review at the June Board Meeting.
3. **Revolving Capital Fund:**
Berg made a motion to approve the idea of setting up a technology allocation plan starting the year 2000 and beyond, to work out figures later. Ashdown seconded. Motion carried.
4. **Y2K Contingency Plans:** Nothing formulated at this time. June meeting on update from Gaylord. Y2K Service Committee appointed: Sharland, Swanson, Guy, Hutchins, Grill, Kessler, Sherfield. Smolinski will be informed of developments.
5. **Fund Balance:** Rumsey audit shows a balance from last year of \$6,400. Brown moves to increase the Book Budget to \$6,400 to purchase mainly non-fiction books, Smitley seconded. Motion carried

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None at this time.

ADJOURNMENT

Adjournment at 7:30 P.M.

Submitted by:

Nancy & Hutchins for 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