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10 E. Chicago St
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
June 21, 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 5:50 P.M.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board (arrived 5:20 P.M.)

APPROVAL OF AGENDA

Brown moved, seconded by Smitley, to approve the Agenda with one (1) addition to New Business #3 Havel Bros. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Swanson moved, seconded by Ashdown, to approve the Minutes of May 17, 1999. Motion carried.

DRAFT

CORRESPONDENCE

- ☒ Notification from Blue Cross & Blue Shield rates up 8%.
- ☒ Tim Kerkstra, Havel Bros. will be letting us know how much money we will be saving.
- ☒ Note from Mary Zeiter who works for the Intermediate School District with the Work Study Program. She appreciates the library support with helping the students learn some work skills.
- ☒ Memo from Linden Cox of CBPU..
- ☒ Coldwater Lions Club - supporting large print books with \$100.00 each 6 months.
- ☒ Legislative Update from the Michigan Library Association.
- ☒ May 24th received a letter from Sherwood Twp. concerning the future of the Sherwood Library.
- ☒ Thank you note from the Dept. of Census for being able to use our Conference Room for their training sessions.

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:** Ashdown reported the Heritage Room has no Cardinal High School year book due to a "glitch." Megalithoscope is in question as what to do with it. A suggestion was to contact the Greenfield Village as to what can be done. Volunteers are badly needed in the Heritage Room. It was suggested that CPL and District Board split the cost of a part-time person for 18-20 hours. She/he will also help out at the Reference Desk. Both areas are very short of staff.
 - b. **Bronson:** Hurd reported: twenty-seven elementary classes and one pre-school class visit the library. There were 572 children and 45 adults. They were told about the Summer Reading Program and shown the variety of books. Carole explained how to get a library card and how to care for books. Gave teachers flyers to give to the children about the Summer Reading Program and the younger grades received a flyer on how to get a library card. Flowers were planted around the library. Library Board met last week. Carole had a bid on painting the interior and carpeting. All good news!

DRAFT

- c. **Quincy:** Baldwin reported for Brown since she was away the day of the meeting. First step is having the wood shelving in the Adult Fiction Section and Reference Dept. Builder and lift contractors are working together. Summer Reading Program is coming along. Friends of the Library book sale was very successful. After this book sale Mr. Pengally from Michiana Antiques in Allen took the remaining books.
 - d. **Union Twp:** Smitley spoke with Linda this A.M. Patricia Polacco will be doing the end of the Summer Reading Program. Forty people signed up. Lions Club has donated \$400 for large print books which matches the donations taken in by the Battle Creek Boys Choir concert held in Union City Saturday night.
 - e. **Sherwood:** Algansee and Sherwood received their work stations. Lisa and Carolyn came in together last week for training and received a general introduction to the Gaylord Galaxy System. Linda Grill will be working separately with them since they are on different levels of training. Carolyn was very disappointed that she rearranged Story Time for convenience of mothers and no one showed up but will continue on getting it started.
 - f. **Algansee:** Hutchins reported that she and Bruce will be headed out to Algansee to check on possibility of freeing up some space. An unused room adjacent to the library may be available. Algansee Township will be contacted.
2. **Report on Planning for Results:** Ashdown reported: Hutchins & Ashdown attended the seminar on "Planning for Results." Six stages of planning; a. Plan a Plan; b. Scan Community; c. Inventing the Future; d. Assembling the Future; e. Moving in the Future; f. Communicating-completing the draft plan. Our Strategic Plan, vision plan and - Mission Statement, were on target.
3. **Unique Report** by Lynnell Eash as of May 30, 1999 Unique gave value of materials returned so far to day - \$4,614.29. Dollars received in fines and lost items paid for - \$1,841.80.

From March 1, 1999 to June 21, 1999:

- 160 warning letters have been sent out.
- 51 patrons have responded to warning letters
either by returning items or paying for them.
- 89 patrons have been sent to Unique.
- 15 patrons have responded after being contacted by Unique Management.

DRAFT

4. **Director's Report:**

- Notebook of messages on Mich.Lib.L available for Board to look at.
- Patrons were informed on Dr. Laura's misinformation. Several patrons were glad that the library lets parents decide if the child should use Internet.
- On June 10th Story Hour information was in the Bronson paper.
- Glenn & Ellen will be having their 50th anniversary open house Saturday at the Methodist Church in Bronson 2-5 p.m.
- Info on Briggs Library- tiles of children's hand prints.
- Showed a sample of flyers sent out for Summer Reading Program.
- Reported the death of the father of employee Linda Tuck (Mr. Kling.)
- Discussed a response to article in the paper about the parking situation.
- Alganssee Library made headlines in the Daily Reporter again.
- Quincy Nika Clubs donated \$500 to the Quincy Library.
- May 27th issue of the Union City Paper noted Twp. Board approval for Smitley's presentation of Technology Plan and use of 1500.00 from capital onlay.
- Nola Baker was awarded a scholarship from Altursa Club.
- Dick Smolinski planted flowers in the space by Arnolds and painted the back door.
- No problem with the summer schedule June 7th - August 22nd which is in tune with the schools. Staff is very supportive.
- Sen. Hoffman was at the Library a week ago Monday. Thanked him for his help with the penal fines. Looking to mobile scales in lieu of permanent weigh station.
- The baby changing tables are in, floors & carpet cleaned, painting in library is done. Looks nice.
- First Staff Council Meeting - was very positive. Representing the branches are Pat Kaniewski & Carolyn Robbins. Representing Central are Loretta Sherfield, Sandy Patterson and Shirley Eichler.
- Bryon Sitler from Library of Michigan asked if he could meet with people from the Ohio Library Association here at Central, Monday, July 19th.
- Literacy Council has taken a new lease on life. They have hired a new secretary today and have a new coordinator, Barbara Funk.
- Picture of Kathy Veysey and granddaughter at new book drop in front of Quincy Library.
- Follow-up on planning with George Lawson, Mr Koster, the Breton Group is postponed at this time.
- Painting of the front steps will be done before Ohio Library Association arrives July 19th.
- Y2K Committee needed and should be appointed at next Board Meeting.
- Personnel Committee Meeting July 19th, 4:00 p.m. before Board Meeting.

DRAFT

NEW BUSINESS

1. Proposal for Unattended Children's Policy: **Swanson moved to adopt with changes and to monitor the proposed Unattended Children's Policy, Ashdown seconded. Motion carried.**
2. Proposal to Change Keys & Locks at Central Library: **Berg moved to have all keys and locks at Central Library changed, Smitley seconded. Motion carried.**
3. Havel Bros.: Air conditioner in basement needs to be replaced. Cost for a rebuilt \$1,190 - new \$1,507. \$1,507 includes labor and expenses plus materials. **Smitley moved to have the air conditioner replaced, Swanson seconded. Motion carried.**

INFORMATION ITEMS

Noted.

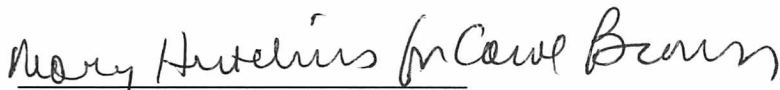
EXTENDED PUBLIC COMMENTS

None at this time.

ADJOURNMENT

Adjournment at 7:02 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