

**DRAFT**

10 E. Chicago St  
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
July 19, 1999  
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 J. Hutchins

**ABSENT FOR ROLL CALL**

No one.

**ALSO PRESENT**

Jane Baldwin, Quincy Library Board.

**APPROVAL OF AGENDA**

Smitley moved, seconded by Brown, to approve the Agenda with one (1) addition to Pending Business #5 Personnel Committee Report; with three (3) additions to New Business #1 sale of other items along with Sale of Quincy bookshelves; #3 Libraries an American value; #4 Equipment/Technology Committee. Motion carried.

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

Berg moved, seconded by Brown, to approve the Minutes of June 21, 1999. Motion carried.

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### CORRESPONDENCE

- ☒ Received a thank you card from Marilyn Ashdown.
- ☒ Letter from the Board of the Friends of the Branch District Library reporting that they have raised \$3,300 this summer from their special solicitation to support Summer Reading Program.
- ☒ Correspondence from Rick Fries.
- ☒ Correspondence from BDLHEA on disbursing funds.
- ☒ Photocopy sent from Gerald M. Boguth - City Assessor, City of Coldwater. K-Mart protesting tax evaluation.

### FINANCES

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

### PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
  - a. **Coldwater:** Swanson reported: 1999 Cardinal High School year book received. Megalithoscope has found a home at the Henry Ford Museum, we hope. Discussed a 20 hour per week split position between the Heritage Room & Reference Desk, splitting the cost with CPL Board and BDLS Board.
  - b. **Bronson:** Book/Bake sale on Saturday, July 17, 1999. Hurd reported the Friends of the Library will be meeting tomorrow July 20<sup>th</sup>. A lady & her husband from Wisconsin donated \$100.00 to the library. Colleen Knight drew up an agreement between the Friends and the Branch Community Foundation. Bronson Friends would like to establish their own foundation. Hurd shared with the Board books she has been reading on the Carnegie Libraries, in which Bronson was mentioned, including floor plan, lights in the ceiling and other structures.

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c. **Quincy:** Brown reported on the Quincy Pet Parade: 33 entries. Summer Reading Program party this Friday. 129 signed up for Summer Reading Program. Will know on Friday how many actually completed the program. A situation with our Green Thumb person, Pat, will be discussed later in the meeting. Shelving work is proceeding. Work on the lift to be done. \$5,000 donated to the library for the lift from the Testamentary Foundation. Kathy is using a timer for the Internet and waiting for the scanner to be installed. Shelving for sale, also some Central shelving in the basement to be sold. Selling of the shelves is also on our Agenda.

d. **Union Twp:** Rosemary spoke with Linda. They have 68 signed up for the Summer Reading Program, 40 have finished. Pat Polacco will not be doing the end of Summer Reading Program. All furniture in place. Lions Club donated \$700 for large print books, may run for 3 years. BDLS Board had suggested the children's table to be moved from behind shelving because Children cannot be seen from work station if there was ever a problem. Township said no. A letter will be addressed to the Township concerning the safety of the children.

e. **Sherwood:** Hutchins reported Sherwood's \$250 dehumidifier is in place, 50% humidity reading regularly. Received a spur of the moment invitation on July 5<sup>th</sup> to attend the Village Council Meeting. Serious concern for the welfare of the library and Township building. Concerned over how much space the computers will take. Clerk will be retiring in March and needs to have material brought over to township building.

f. **Algansee:** Hutchins reported a 12'x12' area behind Gwen's old counter was okayed by Council and Dove family to enlarge library. Bids will be accepted to remove wall.

**Berg moved to approve the support of the Capital Expenditures not to exceed \$500 for the expansion of the Algansee Library, seconded by Swanson. Motion carried.**

Twenty-six (26) children signed up for Summer Reading Program.

2. **Plan of Service:** Complete Plan of Service March 1993 was discussed at length. Issues were noted. A draft of revisions will be discussed at August Board Meeting after Board members have a chance to consider changes.

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3. **Children's Access to the Internet in MI Public Libraries:**

Hutchins provided the Board with a report from Paul McCann. Our library is in line with other libraries concerning the Internet.

4. **Director's Report:**

- Received from Carole Maddox the proposals for Shemel's Carpeting and Barb's Decorating: \$3,302 for Shemel's - \$3,855 for Barb's Decorating.  
**Brown moved that the Board approve Bronson's proposal to use their Capital Fund, for these improvements, seconded by Berg. Motion carried.**
- Central & Bronson need cash registers. \$209 each with a 25% discount on ordering two from Seaman's. **Berg moved to purchase two (2) cash registers, one for Coldwater and one for Bronson, monies from the security line item, seconded by Smitley. Motion carried.**
- Received a memo from Bruce that we will get reimbursements from the Universal Service Fund and GTE discounts.
- Newsletter from the Friends of the Library at VanBuren District Library. They have received \$150,000 grant from a trust to fund three (3) page positions.
- Contest Horatio Hornblower. Barbara Symons was the 1<sup>st</sup> prize winner for answer to Why do you like the library?: "It's been my home away from home since my childhood in the 1920's." Barbara was one of our long time volunteers in the Heritage Room.
- The Library hosted the Ohio State Library and Library of Michigan today.
- Front porch is almost ready to paint.
- Cataloging going along well.
- Unique has contacted us they are concerned because we are not generating enough money. Will be looking through all the accounts.
- Union Twp computer was out of service - lost power.
- Court transcript from DeLano concerning an unemployment claim.

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5. A. **Personnel Committee Report:** Technical Services update discussed and recommendations were made.

B. **Green Thumb Employee:** Green Thumb notified us that Quincy's Green Thumb person Pat Costell is being transferred. Quincy Library would like to retain her as an employee and are willing to use the Allen Penal Fines to do so. This is affordable only through the year 1999. Quincy would like Board to consider a permanent position for Pat. Berg moved that the Board approve the Quincy Library Board paying for a temporary position, with the use of Allen Penal Fines through the end of this year, seconded by Brown. Motion carried.

C. **Branch Expenses:** A report was handed to Board of the expenses for first half of year in each Branch.

#### NEW BUSINESS

1. **Sale of Quincy bookshelves:** Received a bid for wooden shelving for \$250 each. Smitley moved to sell the Quincy bookshelves, monies would go towards the computer stations, seconded by Brown. Motion carried.
2. **Quincy Green Thumb Employee:** See #5 - Personnel Committee Report.
3. **Libraries an American Value:** Board to review and will be on the August agenda.
4. **Technology Committee:** President Sharland appointed Barbara Burkhardt to the Technology Committee Y2K with the present members: Guy, Hutchins, Swanson and Sharland.

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**INFORMATIONAL ITEMS**

Noted.


**EXTENDED PUBLIC COMMENTS**

None at this time.

**ADJOURNMENT**

Adjournment at 8:15 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**