

DRAFT

10 E. Chicago St
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
September 20, 1999
Central Library Meeting Room
5:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Vera Hurd (left 6:45 P.M.), Richard Sharland, President;
Rosemary Smitley, John Swanson, and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Jeanne Berg (arrived 5:15 P.M.)

ALSO PRESENT

Mary Burdick, Reference.

APPROVAL OF AGENDA

Swanson moved, seconded by Smitley, to approve the Agenda. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Hurd, to approve the Minutes of August 16, 1999.
Motion carried.

DRAFT

CORRESPONDENCE

- ☒ Library of Michigan - Gates Foundation - Timeline. Gates Grant Workshops in March 2000 & Installation in August 2000.
- ☒ Tax abatement application for industrial facilities Caywood Spinning, Inc., 200 Jay Street.
- ☒ Letter from Rumsey & Watkins information regarding Bronson Endowment Fund.
- ☒ Ronald Zimmer, architect business manager.
- ☒ Bill Stewart, City Manager "Role of the Public Library."

FINANCES

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

Presentation from Mary Burdick

MLA & MLC sponsored a seminar on "Spinning a Child-Safe Web" in Lansing. Selecting & Evaluating Web Sites for Kids. Topics of interest were Developing a Web Search Strategy; Locating Web Sites Designed for Kids, Librarians, and Teachers; AccessMichigan/MEL Databases; Safe Choice on the Web for Kids; Real-Life Experiences - the good, the bad and the ugly. We are working on implementing the advice Mary brought back.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Swanson reported: updating of the annual holiday letter in process; donating city directories to the Tibbits Opera Foundation for benefit auction; 160 visitors in the Heritage Room last month; volunteers will have name tags; barcoding & cataloging are coming to an end; will do shifting of books.

DRAFT

b. Bronson: Hurd asked that October 30th and November 6th the Bronson Library will be closed for painting. **Smitley moved, seconded by Berg for the closing on October 30th and November 6th for the interior painting to be done. Motion carried.**

Excellent coverage in the paper "meet the Authors." Arleta Richardson & Marilyn Woody will be at the Bronson Library Wednesday, September 29th at 3:30 P.M. and also at Central Library Thursday - September 30th for book sale and book signing . Entry way has been cleared out and the township will be refinishing the entry way woodwork.

c. Quincy: Brown reported that the electrical wiring is completed at Township expense. Shelving for fiction area is ordered, will take 6-10 weeks for delivery. Antique dealer will be purchasing and removing the old shelving. Quincy teacher named the Quincy Library as a beneficiary.

d. Union Twp: Smitley reported on the article in the paper "Use of libraries by the kids." Wants to get teachers to use the library more with a point system for the kids who use the library. VanWormer's mother-in-law passed away. Positive feedback on the new workstations.

e. Sherwood: Hutchins reported donations from the Applefest for the Friends of the Library that they will donate to Sherwood and Alganssee for updating their collection. Carolyn was in today for computer training. Everything on target with wiring for new computer.

f. Alganssee: Hutchins reported that Lynnell is doing weeding. Getting to know the kids in the area.

- 2. Plan of Service:** Plan of Service was discussed in length. Board made some updates. Tabled until October meeting when another draft will be discussed and approved.

Update on the Bylaws also will be considered during the October meeting.

- 3. Building Committee report:** The committee studied the current status of the Capital fund and the expenditures already made this year. Magnolia tree needs trimming. Security System needs to be replaced.

DRAFT

4. **Staff Training Report:** Sharland reported that Charlaine Ezell presented "The Whites of Their Eyes" Serving the Internal Customer."

5. **Director's Report:**
 - CBPU is now going to take over and provide Internet to Tekonsha & Burlington.
 - Branching Out, will be mailed next time to 120 people in the township and village offices. Printing and postage will increase. They will be asked to indicate if they would like to be kept on the mailing list.
 - Have had requests for telephone renewal. It will be discussed at October Circulation and branch meeting.
 - Jeanne Berg's term on the Board expires on 12/31/1999.
 - Some libraries in the coop want to purchase our old card catalog units after the first of the year.
 - Personnel Committee needs to schedule a meeting date.
 - Book gift in memory for Linda VanWormer's mother-in-law will be placed in Union City Library.
 - Hutchins will be away October 1, 4, 5, 1999.
 - No Saturday pickets came out in response to Dr. Laura's recommendation to picket libraries on Saturday, September 18th.
 - GTE merging with Atlantic Bell. We have to sign a new CentraNet Contract.
 - September 27th & 28th Gaylord people will be at Central for Graphical Galaxy Y2K compliant training on Windows based program.
 - Who's-Who In America 2000 will be purchased Hutchins is included.

NEW BUSINESS

1. Mary Burdick reported earlier.
2. Harassment Policy: This is the policy that Rick Fries presented for the Board's approval. **Berg moved to adopt the BDLS Harassment Policy with a possible amendment to said policy, Brown seconded. Motion carried.**
3. Board Rep to Woodlands Retreat: Saturday October 16th 10:00 A.M. to 4:00 P.M. at Albion. Marilyn Ashdown, Carol Brown, Bruce Guy, Mary J. Hutchins, Richard Sharland, Rosemary Smitley will be attending.

DRAFT

4. Gaylord Galaxy Contract: Quarterly service, hardware maintenance, software, yearly subscription total \$13,001. **Berg moved, seconded by Swanson for President Sharland to sign the Gaylord Galaxy Contract. Motion carried.**
5. Public hearing re millage & adoption of millage: Resolution millage to adopt .6359 - (last year .6406,) needs signature from Secretary Brown and President Sharland. **Swanson moved to adopt the millage .6359, seconded by Brown.** Roll Call vote: 1 absent; 6 yeas, 0 nays. **Motion carried.**
6. Year 2000 closings: **Berg moved to adopt year 2000 closings, Smitley seconded.**
Motion carried.
7. Meeting with Judge Coyle: Hutchins and Smitley will attend October meeting with the Judge.
8. Director's Evaluation: Same format will be used and will be mailed to the Board members.
9. Policy on non-card use: **Berg moved to adopt the policy on non-card use, seconded by Smitley. Motion carried.**

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None at this time.

DRAFT

ADJOURNMENT

Adjournment at 8:00 P.M.

Submitted by:

Mary 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