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10 E. Chicago St
Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
November 15, 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

David Rumsey, Rumsey & Watkins; Jane Baldwin, Quincy Library Board.

APPROVAL OF AGENDA

Ashdown moved, seconded by Berg to approve the Agenda with three additions to New Business, #0 Personnel Committee recommendations; #9 Christmas Letter; #10 Board replacement. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Swanson moved, seconded by Smitley, to approve the Minutes of October 18, 1999. Motion carried.

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CORRESPONDENCE

- ☒ Letter from Linda Hudson announcing her retirement effective November 30, 1999.
- ☒ Phone message from David Sattler regarding the trimming of the magnolia tree.
- ☒ Note from the Library of Michigan that we have a name submitted as a recommendation for the new State Librarian: Christie Brandau, Assistant State Librarian at the State Library of Iowa.
- ☒ Sign up to receive the Quincy Library Newsletter.
- ☒ Applications for Industrial Facilities & Equipment Tax Abatements: IMCO Recycling of Michigan; Alchem Aluminium Inc.

David Rumsey
Rumsey & Watkins

Dave gave a report on Capital Projects Fund & General Fund Budget.

Sharland recommended that a Financial Committee, to be named in December, be established to define, evaluate, look at Plan of Service and come up with a recommendations.

FINANCES

1. **Approval of Bills:** Brown moved for approval of the bills as submitted, seconded by Ashdown. Motion carried.
2. **Financial Statement:** Swanson moved to accept the financial statement, seconded by Brown. Motion carried. Bruce has requested \$9,000 of the Capital Fund be set aside for increasing bandwidth to speed up the response time to the Branches, to be used next Summer.
3. **Penal Fine Chart:** Noted.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Swanson reported that the CPL Board was informed that the Ford Museum has a Megalethoscope was not interested in ours. However the Michigan Historical Museum is interested in it; \$400 from materials on consignment from Ray Walsh; 144 visitors in the HHR; Christmas letter will be mailed to past donors.

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b. **Bronson:** Hurd reported the painting is completed at \$1,000 under the bid. A gentleman refinished the entryway woodwork. The appearance of the library is improving. Carole Maddox and Vera Hurd went to the Township Board Meeting. Bronson will be closed for three (3) days during the carpeting installation. Carnegie lights have been found and will be ready to hang. Friends of the Library will be meeting Tuesday evening. They may sponsor an Open House for the new look as soon as all is in place. The Bronson Woman's Book Club had a bake sale and donated \$450 for books.

c. **Quincy:** Brown reported that Quincy did not receive the grant that Kathy Veysey applied for. Will re-apply in the Spring. Lift project totals approx \$30-\$35,000: remodeling estimate from George Hawver is approximately \$7,000 (basement, bathroom unisex, outside cement, electricity) and the lift estimate itself of \$13-\$14,000. Some \$16,000 have been raised. The Quincy Friends have donated \$2,500. The Harvest Fest was the first weekend in November. The Friends of the Library had their book sale Friday and Saturday. Kathy had a coffee time on Saturday from 9:00-12:00. The township paid for a guard on the chimney to keep bats out of the library. The red registration cards for children need to be revised to make it clearer as to parental permission for children's videos. **Note:** Management team will change the form on next order and inform all desks which issue cards.

d. **Union Twp:** Smitley reported there was no one at Story time on Wednesday. A display for Story time and starburst for the front and back door to advertize Story time was provided by Shirley Strathern. Chamber of Commerce is sponsoring on December 4th a night for High School students to come into the library and read Christmas stories to children. They will read every half-hour starting at 6:00 P.M. Smitley was invited to the Union Township Board meeting. Sharland and Hutchins also attended. A Financial statement will be mailed each month to Ralph Strong. Township wants to be included and have residents to have a voice in the Plan of Service for the library. They are interested in getting timely reports on the use of capital funds and would like to see a Friends of the Library or a Patron Group. Shirley Strathern might be the one to approach.

e. **Sherwood:** Hutchins reported on visit with Carolyn last week to check on the computer hook-up. There was a Village Council Meeting in session and they asked her to come in. They had two concerns: a. Would like to have a 3-way contract with BDLS, Township & Village; b. Request the library would pay the whole phone bill. Board needs to talk with the Village on how much space is allocated to the Library. Computers will be in place this coming week. Village wants their own telephone, and the library their phone. We will need to consult Andy VanDoren regarding the Contract.

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f. **Algansee:** Open House is scheduled for Saturday, November 20th. Lynnell and Barbara worked on the flyers. Barbara did the print shop, Lynnell made the selections. She has had a good response for Book Exchange.

2. **Director's Report:**

- ▶ There is a lot going on about Filtering and Internet. Hutchins is on a list serve from Mich.lib.l. Saw a demonstration of the program at Michigan Library Association Meeting that the Georgetown Township Library uses. Three way system using Photo ID; A. completely filtered; B. partly filtered; C. not filtered. It automatically times the patron. When the time is up will shut-off.
- ▶ B. Warner of Coldwater 8th largest tax abatement in Southwestern Michigan.
- ▶ Hutchins has talked with the police concerning the vandalism inside and outside the library. On the 2nd floor bar codes are torn out of the books. Outside the stones seats are chiseled and the porch gate was knocked out.
- ▶ Ellen Richardson offers work shop scheduled for April on policy statements and Internet agreements. Board prefers a Thursday evening 5:00 P.M. to 8 :00 P.M.
- ▶ Representative Vear was at the Library to meet with Jim Siedl and Mary Hutchins regarding a bill to index state aid.
- ▶ Hutchins inquired about the doorbell for the handicapped. Sharland will check on a different installation.
- ▶ Islamic people requested Hutchins to place their Holy Koran on the shelves above waist height to meet religious requirements. Was thanked after it was done.
- ▶ Shelving on the second floor is unstable, brace needed.
- ▶ Algansee is now on our web-site to publicize Open House.
- ▶ There is general concern for safety in our libraries. Will inquire of the Elevator company about locking the 3rd floor door during low staffing hours. * Sharland received a phone call from a patron who indicated concern. He spoke with Carole from Bronson concerning the Bathroom access. Bronson Township will be approached about a door at top of steps.
- ▶ Legislation update.

3. **David Rumsey - Discussion of Capital Fund (earlier in the Meeting.)**

4. **Plan of Service:** Draft at December Board meeting.

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NEW BUSINESS

0. **Personnel Committee Report:** Recommend wage and pay scale for year 2000: 3 ½ % lower bracket of hourly staff; 3 % for upper bracket; 4% for Para Pro's; 3% for supervisory staff. Evaluations are due soon. **Smitley moved, seconded by Berg to accept the recommendations of wage and pay scale. Motion carried.**

1. **Consideration of By-Laws:** Tabled until December Board Meeting.

2. **Director's Evaluation:** Director's Evaluation given by Carol Brown: Hutchins is thoroughly and highly supported by the BDLS Board for her good work, wonderful enthusiasm, commitment and dedication.
"Congratulations on a excellent evaluation," President Sharland said.
Berg moved on salary recommendation of 3% raise for Hutchins, Brown seconded. Motion carried.

3. **Harassment Policy:** Attorney Rick Fries has updated the Harassment Policy to include harassment from the director, items on page 2. Will be included in the Personnel Polices Manual. **Swanson moved to accept the Harassment Policy, seconded by Smitley. Motion carried.**

4. **Personnel Policy Manual Update:** Will provide staff with updated document. Changes: removal of BDLHEA and Association wording. In their place "staff council." BDLS Board will review and vote on the Personnel Policy Manual at the December Board Meeting.

5. **Support Initiative of Canton Library:** Canton offered to be a conduit for money for a study of library funding in Michigan and will have a consultant to help. Requesting contribution from libraries. The Board will receive the results of this study. **Swanson moved, seconded by Brown to donate \$100.00 to Canton Library. Motion carried.**

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6. **MLA Legislative Agenda: Highlights:** Any amendment to eliminate penal fines must be linked to constitutionally guaranteed replacement revenues; oppose any loss of state tax revenue without guaranteed replacement revenue; support state funding for the development and enhancement of state-wide database access via AccessMichigan; support state funding for high-speed direct Internet access for all public libraries in Michigan; support equitable access for all libraries, i.e. in rural areas, and the connectivity for all parts of the state that would allow for an open, interoperable network capable of carrying multi-media resources and being compatible with college, university and school libraries' networks; increase the penalty for theft and/or destruction of library property; seek a civil fine for using library computer systems in an unauthorized manner. **Brown moved to adopt the MLA Legislative Agenda, seconded by Smitley. Motion carried.**
7. **Resolution to adopt budget:** will be discussed at December Board Meeting.
8. **Security System:** Hutchins described three models from 3M that are available: 2301 - \$15,790; 3501 - \$22,044; 3801 - \$20,910. Trade-in is available on all models. They all include a fifteen (15) month warranty. **Swanson moved to purchase model #3501 - \$22,044, seconded by Berg. Motion carried.**
9. **Christmas Letter:** Board will be sending a Christmas note with a tri-fold for donations.
10. **Board Replacement:** Hutchins' talked with the three who applied: Joan Irene Gardner; Mildred Henry; and Dorothy Cherry. Board accepted Hutchins' recommendations of Cherry. Hutchins will communicate this to County Clerk Judy Elliott before Commissioners' Meeting this week.

INFORMATIONAL ITEMS

None at this time.

EXTENDED PUBLIC COMMENTS

No one at this time.

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ADJOURNMENT

Adjournment at 8:10 P.M.

Submitted by:

Mary Hutchinson 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