

**DRAFT**

10 E. Chicago St  
Coldwater, MI 49036

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

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

Vera Hurd (excused)

**ALSO PRESENT**

Jane Baldwin, Quincy Library Board; Dorothy Cherry.  
(President Sharland welcomed Dorothy Cherry to the BDLS Board.)

**APPROVAL OF AGENDA**

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

**PUBLIC HEARING ON 2000 BUDGET**

Open for discussion to review the Proposed Budget at 5:03 P.M. President Sharland indicated if there are no questions the Public Session of the Budget Hearing is closed at 5:05 P.M.

**Swanson moved, seconded by Smitley to accept the 2000 Proposed Budget. Motion carried. Motion amended: To open Public Hearing with time for public comments.**

**BRIEF PUBLIC COMMENTS**

No one at this time.

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**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Berg, to approve the Minutes of November 15, 1999.**  
**Motion carried.**

**CORRESPONDENCE**

- ☒ Confirmation of the BDLS Board for the year 2000 from Judy Elliott, County Clerk.
- ☒ Invitation to the Board from the Bronson Friends of the Library - Open House at Bronson. Sharland and Hutchins represented the Board on Wednesday, December 15th.
- ☒ Two notes of appreciation: one from Marcie LaBelle for help given her whenever she visits the library, the other from Theresa Provot for the help shown her in looking for books during her visit to the library.
- ☒ Communication from Andy Van Doren concerning the Sherwood Branch Contract.
- ☒ Unsolicited Bid from Thyssen Dover Elevator. We remain satisfied with Otis Elevator.
- ☒ Memo from Mary Cook in regard to the Endowment Transfer; undesignated money from the endowment fund to the general fund.

**FINANCES**

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

**PENDING BUSINESS**

1. **Reports from Central & Branch Liaisons:**
  - a. **Coldwater:** Ashdown reported that the Megalethoscope may be placed at the Swann Galleries in New York City. \$900 was donated to the Genealogy Society for the purchase of books for the Heritage Room. CPL Board will be hiring a part-time professional staff member for the Heritage Room. Will be discontinuing Green Thumb. Christmas letters were mailed.
  - b. **Bronson:** Hutchins & Sharland reported that Bronson Open House went very well with an overwhelming attendance. Representative Vear was in attendance. Redecorating has been completed.

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c. **Quincy:** Baldwin reported things are going very well. The treasurer was contacted and as of December 8<sup>th</sup> there is \$16,796.27 for the lift. That does not include the \$3,500 that Friends have promised. First step of shelving in the adult fiction and the south room is here. Working with the Friends to sell items in the park in June.

d. **Union Twp:** Smitley was informed by Linda V. that story time ended last Wednesday. Marsha Hand and Pat Polacco, the author, helped with story time. Attendance was poor; sometimes there was no one. Two classes came from Girard Head Start. Linda has asked the United Way in Union City for a donation for books to be used for Christian books and books that the Union Twp Library wants on States. December 4<sup>th</sup> the Chamber of Commerce did have the story hour on a Saturday night for people to come in and listen to stories every half hour. Pat Polacco read stories, as well as the president of the Chamber of Commerce and another person. Twenty-four children and twenty adults attended. After 1<sup>st</sup> of January the Internet will be in. Authors' night still being decided.

e. **Sherwood:** Hutchins reported that Sherwood was not able to get story time going, due to scheduling and Carolyn being on medical leave. Open House part of a grant requirement for Sherwood is in the planning stage. Betty Follis is substituting in Carolyn's absence and being trained at Central.

f. **Algansee:** Open House went well. Had balloons for the children. Lynnell did story time with attendance varying from 2 - 3 children. Getting ready to close for February.

2. **Director's Report:**

- ▶ BDLs former board members list was a result of a discussion with Union Twp. as to who was on the board at certain times. (June 1, 1991 to December 20, 1999.)
- ▶ Notice of our visit to Union Twp. was in the township paper. Financial Statement is mailed to Strong each month.
- ▶ Quincy lady Bessie Pfof-Webb passed away and Central has received six donations to the BDLs.
- ▶ Mr. Peterson a loyal patron was on the front page of the Reporter.
- ▶ Vandalism still going on in the library (bar codes taken off.)
- ▶ Twice our bicycle rack has been stolen. It is now chained with a large chain.
- ▶ Graffiti on the west side by the gas meter.
- ▶ Hired a part-time person for the circulation desk - Melissa Farnam. Jodi Murphy and Tim Miller are new part-timers.
- ▶ Staff had a Christmas party Friday, December 10<sup>th</sup> at the Claremont House. About 24 employees and spouses attended. A good time was had by all.

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- ▶ Unfunded mandate from the Federal Government: E-filing of taxes at the library for low income persons. Western Michigan University and Hillsdale College have been asked for volunteers to help out.
  - ▶ Hutchins attended a hearing for the workforce development board at the courthouse this AM. It will consolidate services for people who need the services.
  - ▶ Mary Cook will be moving next summer, probably in July.
  - ▶ Farewell to Linda Hudson with a pizza party.
  - ▶ Unique was mentioned in the Wall Street Journal.
  - ▶ Dick Smolinski is in the processing of bracing the book shelves on the 2<sup>nd</sup> floor.
  - ▶ Purchased keys for elevator to be locked when attendance is low. Each supervisor has one and there is one for Central desk. This is due to security concerns.
  - ▶ Delivered tri-folds to the banks, attorneys and CPA firms.
  - ▶ The bottom of the stairway on the west side was damp. Smolinski opened up the wall and insulated it and is painting.
  - ▶ Barb R. has a new printer.
  - ▶ Internet problems in Holland/ Hudsonville libraries. More info is available if Board wishes.
  - ▶ Comparative statistics report where the library stands in contrast to average Class V libraries as well as Cadillac-Wexford and Van Buren District Libraries. We do not compare favorably.
3. **Plan of Service:** Tabled until January 17, 2000 meeting. (Open meeting act.)  
New president will be appointing a committee.
4. **Bylaws:** Brown moved, seconded by Rosemary to adopt the Bylaws with revision on the date. Motion carried.
5. **Personnel Policy Manual:** Berg moved to approve the correction to the Personnel Policy Manual on Holiday, seconded by Brown. Motion carried. The list of holidays to be paid will include all employees regularly scheduled to work 21 hours per week or more, and all other employees scheduled to work those holidays.

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**NEW BUSINESS**

1. **Financial Committee - appointment (s):** Tabled until Board meeting on January 17, 2000.
2. **Resolution Honoring Jeanne Berg:** Resolution honoring Jeanne Berg for her service on the Branch District Library Board. **Brown moved to adopt resolution honoring Jeanne Berg, seconded by Ashdown. Motion carried. 6 ayes, 0 nays, 1 absent.**  
A book will be placed in the library in her honor.
3. **Disposal of excess equipment and furniture:** Bronson Board and Central have excess equipment. Have three libraries interested in Central's card catalogs. Everything is out of the county building. Hutchins is directed to dispose of things as she sees fit.
4. **Data Serv Contract:** **Swanson moved for President Sharland to sign Data Serv Contract, seconded by Berg. Motion carried.**
5. **Policy on Replacement Fees:** **Brown moved, seconded by Berg to adopt the policy on Replacement Fees. Motion carried.**

**INFORMATIONAL ITEMS**

None at this time.

**EXTENDED PUBLIC COMMENTS**

No one at this time.

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**ADJOURNMENT**

Adjournment at 6:25 P.M.

Submitted by:

*Mary Hesthus 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**