

10 E. Chicago St

Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
January 17, 2000
Central Library Meeting Room
5:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Dorothy Cherry, Richard Sharland, President; Vera Hurd and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Carol Brown, Rosemary Smitley, John Swanson (arrived at 5:35 p.m.)

ALSO PRESENT

Pattie Walter (arrived at 5:05 p.m.)

APPROVAL OF AGENDA

Ashdown moved, seconded by Cherry to approve the Agenda with one deletion of Public Hearing on 2000 Budget and one addition #7 Board Meeting time changes. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Cherry moved, seconded by Hurd, to approve the Minutes of December 20, 1999 with a correction to Union Twp. report Marsha Hand to Martha Hamp. Motion carried.

CORRESPONDENCE

- ☒ A letter from Century Bank Trust Department informing the library that Aileen Barnett has established a charitable trust for use in Bronson Branch only. Future years check to be designated to Bronson Branch of Branch District Library System.
- ☒ Invoice from Andy Van Doren.
- ☒ Legislative Update.
- ☒ Access magazine.
- ☒ Library of Michigan 1998 Annual Report.
- ☒ From WIRED Magazine "Look Who's Talking."

FINANCES

1. **Approval of Bills:** **Cherry moved for approval of the bills as submitted, seconded by Ashdown. Motion carried.**
2. **Financial Statement:** Audit has begun - no report available.
3. **Penal Fine Chart:** Discussed.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** Kim Guy is the new Heritage Room Genealogy Reference Librarian. Hired by the Coldwater Public Library Board, part-time for one year. She has been cataloging the material from the Heritage Room, and is very familiar with the collection.
 - b. **Bronson:** Hurd informed the Board that she is grateful to Hutchins for including clippings from the Bronson Journal in our packets. Nick Smith visited the library last Friday. Carole reported the reading hour has started. They only have one child enrolled yet. St. Mary's will be coming for the reading hour once a month. Head Start is coming on the 25th and 27th; one group will come at 9:00 A.M. the other at 10:00 A.M. There will be a total of 72 children attending the reading hour. Need a volunteer at the Bronson

Youth Center to read to students. They do a tutoring session at the Youth Center. The Friends will meet Tuesday night. Open House went very well. Carole will be asking the Township Board for a gate at the head of the stairs. February Township Board meeting will be discussing their budget. Dave O'Rourke will be at the Thursday meeting and is very knowledgeable in refurbishing antiques. They have 16 original Carnegie lights and have to possibly increase that to the 24 lights needed for the library.

c. Quincy: Brown called in and reported she will not be able to attend meeting but gave Hutchins the report: remodeling the bathroom in basement, would like to have one unisex bathroom, but due to regulations they may need another if 50 or more people are in the building at one time. (The remodeling is due to the lift.) The new fiction shelving is in. Paul Seegert will help Kathy write a grant to the Community Foundation. Kathy will be getting three authors for the fall festival.

d. Union Twp: Walter asked if there has been any advertizing done for story time. Nothing had been done for pre-schoolers. Hutchins reported Linda is working on the Print Shop. Martha Hamp and Joy Spencer Spoor will be doing story time. Internet is in but training has to be done. Walter will be filling in for Smitley at meetings as a liaison.

e. Sherwood: Carolyn was here this morning having a review of the circulation system and she will be learning the Internet. Betty Follis will also have training on the Internet. Sherwood Township has moved out and into their new township building. The Township moved out a month or two ahead of schedule and the library is without a phone. For \$6.00 a month the library will pay the Village the extra charge to get a phone with 2 rings on it and basically one phone; ring for the village and a ring for the library. Board is looking into a rental contract with the Village. The Village will purchase the building February 1st. Legally Sherwood Township has violated the contract with the Library. A letter from the Township on May 24th 1999 stating they would keep the library posted was the last written communication.

f. Algansee: Hutchins & Eash attended the funeral of Mr. Wood who passed away January 1st. The library will be closed the month of February.

2. **Director's Report:**

- ▶ Increasing amount of new library cards (December 75; November 222; January up to the 11th, 54 new cards.)
- ▶ New security system is in place.
- ▶ Trouble with outside lighting. Contacted Jepson Electric. They indicated that it possibly might be a relay.

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- ▶ Hired new employee but she is unable to come. Kaniewski from Union and Davis from Bronson have been helping out working a day a week. Haven't filled Hudson's position. Management Staff is looking to rotate the staff. If would be a temporary rotation of Central staff to work at branches, and branch people come into Central starting in spring.
 - ▶ Monitoring paper usage at the computers. Patrons are allowed to print 10 sheets free, 15 cents each over the 10 sheets. Hard to monitor, paper being wasted and not paid for.
 - ▶ New Inter-loan computer has program glitches. Woodlands Coop is aware of it..
 - ▶ Surplus equipment - card catalog possibly sold.
 - ▶ Back entrance door - contacted Case Welding, Mr. Case gave an estimate of \$100, to repair the back door, coming off the hinges. Assured it should be okay for several years.
 - ▶ Daily Statistics Report will be given to the Board regularly indicating the number of circulation transactions at Central and branches.
 - ▶ Tentative doorbell - need a cover to protect button by East entrance.
 - ▶ Federal Government promoting electronic tax filing at the library for income eligible persons. Hutchins contacted three colleges but no volunteers so far. Staff is not trained to do filing. If no volunteers appear we will inform the public we will not have e-filing here.
 - ▶ Bruce is working with CBPU - to solve the bandwidth coverage for the large branches. Need to have compatible equipment. We may be up-grading to Cisco equipment next Summer.
 - ▶ Permission for Tri-County Health Department to come in one evening the second week of February from 4:00 - 6:00 p.m.
 - ▶ Five staff members are on the Woodlands Coop committees: Barbara Olds, Bruce Guy, Marilyn Byers, Christie Kessler and Mary Hutchins.
 - ▶ The only Y2K complaint at the Library was angry patrons not being allowed in in the morning. The Daily Reporter published the closing wrong and didn't do a retraction.
 - ▶ Unexplained vandalism in the library.
 - ▶ Internet - Rep Vear visited the library today. He discussed Senator Rogers' proposed legislation to control porno on library Internet usage. Rep. Vear agreed that libraries are not promoting porno and filters are not the answer. We are successfully managing appropriate usage.
3. **Plan of Service:** Tabled for the future. Will be appointing a committee.

NEW BUSINESS

1. **Election of Officers:** Meeting turned over to Director Hutchins.
A. Swanson moved, Hurd seconded, to re-elect Sharland for President. Close nominations. Unanimous vote.
*Meeting turned back to President Sharland
B. Hurd moved, Cherry seconded to elect Swanson for Vice President. Close nominations. Unanimous vote.
C. Hurd moved, Cherry seconded to elect Ashdown for Secretary. Close nominations. Unanimous vote.
2. **Appointment of Committees:**
Building Committee: Hurd, Swanson & Sharland
Personnel Committee: Brown, Ashdown & Sharland
Childrens Committee: Ashdown, Smitley & Walter (advisory)
Plan of Service Committee: Cherry, Swanson, Brown & Sharland
Technology Committee: Swanson, Sharland
3. **December 30, 2000 - Saturday - Library Closing:** Refer to the Personnel Committee.
4. **Review of policies:** 1992-1994 polices will be reviewed at the February 21st meeting.
5. **Audit engagement:** Swanson moved to accept Rumsey & Watkins contact for 1999 audit and authorize chair to sign, Cherry seconded. Motion carried.
6. **Financial Service Agreement:** Swanson moved to accept Rumsey & Watkins proposal for financial service agreement for the upcoming year in the amount of \$11,670 and authorize chair to sign, seconded by Cherry. Motion carried.
7. **BDLS Board Meeting Time Change:** Cherry moved to amended the BDLS Board Meeting starting time from 5:00 p.m. to 6:00 P.M. beginning in March 2000. Will be posted according to the Open Meetings Act, seconded by Swanson. Motion carried. Roll call vote: 5 Ayes; 0 Nays; 2 Absent:

INFORMATIONAL ITEMS

None at this time.

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EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Adjournment at 7:00 P.M.

Submitted by:

Marilyn Ashdown, Board Secretary
Marilyn Ashdown, 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.