

10 E. Chicago St.

Coldwater, MI 49036

DRAFT

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

February 21, 2000

Central Library Meeting Room

5:00 P. M.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Rosemary Smitley (excused) John Swanson (arrived at 5:17)

ALSO PRESENT

Pattie Walter (arrived at 5:06), Carole Maddox, Christie Keesler

APPROVAL OF AGENDA

Brown moved, seconded by Cherry to approve the Agenda with two additions under New Business: LSTA Grant and two thank you letters. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

DRAFT

APPROVAL OF MINUTES

Cherry moved, seconded by Hurd to approve the Minutes of January 17, 2000 with one correction. Under the Quincy report, it should read 15 not 50.

CORRESPONDENCE

1. Certificate of Deposit from Southern Michigan Bank is due. Mary will talk with David Rumsey about this. It is hopeful that interest rates will be up.
2. Thank you note from the family of Richard Wood.
3. A letter from Senator Hoffman about Senate Bill 936. He voted for the bill.
4. There is a new State Librarian, Kristie Brandau. She came from Iowa.
5. Legislative update from MLA. Nothing new.
6. Case Welding repaired the back door.
7. Jepson Electric repaired the outside lighting.
8. Mary showed a part that malfunctioned in the furnace. Havel Brothers, Inc. repaired it and the furnace is now working.
9. Legal bill from Andy VanDoren concerning Sherwood.
10. Woodlands Library meeting on March 27 from 4:00 P. M. to 7:00 P. M. concerning Internet Access Policies and how Boards can make them legal.
11. Letter from the Village of Sherwood. They agreed to furnish heat, lights, liability insurance for 90 days. The six dollar charge for telephone will be paid by the library. Andy VanDoren said that we need to accept the temporary agreement but we need to have a permanent agreement after 90 day.

Swanson moved, seconded by Cherry to approve the 90 day agreement starting today with an amendment by Cherry that we continue with this agreement until a final agreement is reached. Motion carried.

FINANCES

1. **Approval of Bills:** Ashdown moved for approval of the bills as submitted, seconded by Hurd. Motion carried.
2. **Financial Statement:** Swanson moved, seconded by Brown that we accept the Financial Statement. An Audit report was not given by Dave Rumsey because he is out of town. The Board has many questions about the Audit.
3. **Penal Fine Chart:** Discussed.

PENDING BUSINESS

1. REPORTS FROM CENTRAL AND BRANCH LIAISONS:

A. Coldwater:

1. They made \$ 357.00 from the sale of books. Mr. Walsh from Lansing has offered \$300.00 for the rest of the materials because he wants to get rid of them.
2. Mr. Nigel Russell wants the megalithoscope so he can sell it. It will be boxed up and shipped to him so he can sell it. The views they have with the megalithoscope are also supposed to be worth selling so they will go through them to see what is worth selling.
3. The Mormon have sent two workers for the Heritage Room. This is a part of their community service work.
4. The Coldwater Public Library Advisory Board voted to set up the Woodward Genealogy Reference Chair in honor of Chuck Woodward.
5. Kim Guy is going a good job in the Heritage Room.

B. Bronson:

1. Tuesday story hour is doing well. A Bronson teacher is doing a Saturday story hour.
2. Friends of the Library will be purchasing new blinds for the Bronson Library.
3. \$340.00 was made from "Meet the Authors" time.
4. The Bronson Library Friend's group want to establish long term goals.

C. Quincy:

1. Lift project-Township board gave \$5000.00 toward the lift project.
2. George Hawver will be starting on the bathrooms this week.
3. Anyone who wants old shelving needs to make a bid.
4. Anyone who wants National Geographics are welcome to them.
5. For the November Fest, there will be an Author's Day of Hour. Ron Knapp has been lined up plus two other authors will be contacted.

D. Sherwood:

1. They are busy doing bar coding.
2. No success yet in forming a Friend's Group.

E. Union: Nothing new to report

F. Algansee:

1. Algansee is closed because Joy Wood is in Florida.
2. They will reopen in March.

2. Director's Report:

- A. The Gates Foundation Workshop is on March 15, 2000 and each Branch needs to be there to do the paperwork. They will explain what the Gates Foundation Grant will do for each Branch and how to do troubleshooting. The Branches will be able to upgrade their computers.
 - B. There will be a Children's Service workshop on March 30, 2000 at Albion Public library concerning storytime for children. Each Branch will send a person and a volunteer if they wish to have them go.
 - C. Sickness-There have been many staff members sick during this period. Mary asked to have a secretary from Perry Personnel to take Barbara's place for a while.
 - D. Tax forms-The forms were late from the State. They have provided no space, equipment or money from the State to handle the tax forms.
 - E. Dick S. has painted the partitions in the bathrooms on the first floors.
 - F. The new Staff Council has been working on things to bring to the Personnel committee.
 - G. Desensitizers have been sold. The Card Catalog drawers have also been sold.
 - H. Congressman Nick Smith's office called to congratulate us on receiving the LSTA Grant.
 - I. There is a need for paper shredders in the larger branches.
 - J. The Healthy Heart display is going well.
 - K. There has been a problem with false alarms.
 - L. We may need someone to come and repair the compact shelving which has not been working well.
- 3. Updating Circulation Policies: Brown moved, seconded by Hurd that we accept the Updated Circulation Policy as presented by Mary Hutchins. Motion passed.**

NEW BUSINESS

- 1. **Report of Technical Services & Children's Services:** Christie Keesler made a final report on Technical Services' 6 year automation project of Central and branch library holdings. A statistical report was passed out and showed the basic chronology of the project (1993-1999). She stated that 34,555 titles have been put on the computer database and 24,299 titles withdrawn. Staff has worked hard on this. The

library's catalog is available online at www.brnlibrary.org (first catalog online in Woodlands Cooperative).

The second part of her report concerned children's services at Central library. She reported on good storytime attendance and other current programs for children and passed out publicity bookmarks and fliers. Summer reading programs and sponsors were discussed.

2. **Elevator Weight Test Contract: Cherry moved, seconded by Brown that we accept the Elevator Weight Test Contract signed by the President as presented by Mary Hutchins. Motion carried.**
3. **Plan of Service Committee:** The committee met, heard reports and decided nothing. A new meeting has been scheduled for February 28, 2000 at 6:00 P. M. at the Coldwater Public Library.
4. LSTA Grant-Bruce has written two grants and has received both. This one is for \$50,000.00 and will be used for training representatives of local non profit agencies to learn how to create "web pages" with current information and how to update them. This Branch County Community Information Network will be created on the Internet to provide an online "one-stop shop" where residents can go to find local community information. **Cherry moved, Swanson seconded the motion to accept the LSTA grant. Motion carried.**
5. Mary read thank you letters for Carolyn Robbins and Pat Kaniewski for serving on on the Staff Council. Nola Baker and Stephanie Davis will take their places. **Cherry Brown seconded the motion to send the thank you letters to Carolyn Robbins and Pat Kaniewski for serving on the Staff Council. Motion carried.**
6. Paper work was passed out which is normally in the packets.

EXTENDED PUBLIC COMMENT

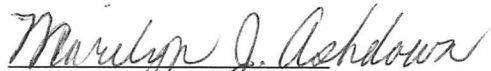
Carole Maddox has had requests for evening hours at Bronson Library. This will be discussed at another time.

ADJOURNMENT

Cherry moved, Hurd seconded that the meeting be adjourned at 7:05 P. M. Motion carried.

BDLS Library Board Minutes
February 21, 2000

Submitted by:


Marilyn J. 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