

**DRAFT**

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
*Central Library Meeting Room*  
October 16, 2000  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Richard Sharland, President; Rosemary Smitley, John Swanson and Interim Director Delores Knapp

**ABSENT FOR ROLL CALL**

Vera Hurd (excused)

**ALSO PRESENT**

Lynnell Eash, Bruce Guy, Automation Librarian; Dan Kaepf, Business Manager; Carole Maddox, Barbara Riegel, Secretary.

**APPROVAL OF AGENDA**

**Swanson moved, seconded by Brown to approve the Agenda of October 16, 2000 with three additions (a) phone conversation between City Manager and Cherry under Building Committee Report; (b) Closed Session after Extended Public Comments to review Interim Director's performance; (c) - #2 of New Business: two BDLS trustees positions expiring end of year. Motion carried.**

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**BRIEF PUBLIC COMMENTS**

Maddox wanted to publicly acknowledge a mistake that happened several years ago. I thought Dee was requesting my resignation and went back and found the memos from that time and Dee was asking for an extended leave for me not a resignation. I misread them and I apologize to Dee and to the Board.

**APPROVAL OF MINUTES**

**Brown moved, seconded by Cherry, to approve the Special Board Meeting Minutes of September 14, 2000 with one correction meeting adjourned at 6:25 P.M. instead of 5:25 P.M. Motion carried.**

**Ashdown moved, seconded by Smitley, to approve the Minutes, September 18, 2000 with two corrections #1 Internet Access Policy corrections; #2 under Union Twp. author night Dave Keeton. Motion carried.**

**CORRESPONDENCE**

- ☒ Letter from Algansee Twp Supervisor Erica Ewers, processing of Algansee contract. Time-line December-February.
- ☒ Two Tax Abatement applications for Fairway Products & C&K Industries.

**FINANCES**

1. **Approval of Bills:** Ashdown moved to approve the bills as submitted, seconded by Brown. Motion carried.
2. **Financial Statement:** Cherry moved to accept the financial statement, seconded by Swanson. Motion carried.
3. **Penal Fine Chart:** Discussed.

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PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

**a. Coldwater:**

- ✍ Megaethoscope & views were to be auctioned off at the Swann Galleries in New York on October 11<sup>th</sup> no word on it if it was sold.
- ✍ Board discussed Charles Woodward proposal for a glass door to the Heritage Room or a antique hanging sign. Wants BDLS Board input.
- ✍ Board would like to be represented with the BDLS Board when visiting the City on financial matters. Carole Bolton is on the Building Committee.
- ✍ Retirement Party/Open House for Mary Hutchins & Interim Director was discussed. Scheduled for November 1<sup>st</sup>, Wednesday, 4:00 - 6:00 P.M. Volunteers needed to help with refreshments.

**b. Bronson:**

- ✍ Display of 4-H clubbers projects from the fair this year.
- ✍ Historical marker for the library, next April the library will be 90 years old. Friends would like to have a dedication day.
- ✍ Problem with receiving e-mail messages.

**c. Quincy:**

- ✍ Brown attended the meeting last Wednesday.
- ✍ Going ahead with the shelving project.
- ✍ Friends Book Sale - November 3<sup>rd</sup> & 4<sup>th</sup> - refreshments will be served.
- ✍ Quincy Golden Agers gave a \$105.00 contribution for whatever they want to purchase.
- ✍ Gates Open House was October 9<sup>th</sup>, a handful of people attended mostly library people. Star of the West donated cider & cookies.
- ✍ New map behind the Circulation Desk.
- ✍ Sue May doing a great job!

**d. Union Twp:**

- ✍ Story Hour going well - Pat & Sandy doing a wonderful job.
- ✍ Display of books in the window occasionally.
- ✍ Tammy Fox, Union Twp. Board conversation about the Plan of Service report and phone bills.
- ✍ Good publicity through the local newspaper.
- ✍ Received \$500.00 from United Way.

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**e. Sherwood:**

- ✍ Pile of Gate Computers (5) have arrived.
- ✍ Open House/training October 26<sup>th</sup> & 27<sup>th</sup> .
- ✍ Set-up of new work stations.
- ✍ Bruce will be working at the library on Tuesday (10/17/00.)

**f. Algansee:**

- ✍ Shelving installed.
- ✍ Wood family worked on the walls & installed a ceiling fan with light.
- ✍ Swag light over children books
- ✍ New phone & answering machine (639-9830.)
- ✍ Working on lock for door and the heat.
- ✍ October 7<sup>th</sup> moved the library, formed a human chain 30 people, took about an hour. Great news coverage.
- ✍ New hours 3:00 - 6:00 p.m. Tuesday, Friday & Saturday.
- ✍ Gates Open House/training October 12<sup>th</sup> & 13<sup>th</sup> . Two township board members attended.
- ✍ Story Hour session is coming to an end tomorrow for pre-schoolers, Saturday will end for older kids.
- ✍ The Trine family & Township Supervisor Erica Ewers volunteered to do a Halloween Party. Saturday will be the Halloween Party.
- ✍ \$280.00 from the black walnut project.
- ✍ Story Hour Saturday morning - 2 kids on each computer w/headphones assigned 3 games and explained to the other kids later about the games.

2. **Building Committee Report: October 9<sup>th</sup>** - Maintenance Plus Contract discussed with Havel Bros. Cherry reported on phone conversation with City Manager Bill Stewart.
3. **Children's Committee Report:** Scheduled for November 16<sup>th</sup> 3:00 P.M. at Quincy Library.
4. **Personnel Committee Report: September 26<sup>th</sup>** met with Staff Council. **October 10<sup>th</sup>** discussed two proposals (a) Employee Tuition Reimbursement Policy & (b) Director's search. (a) **Cherry moved, seconded by Smitley to approve the Employee's Tuition Reimbursement Policy as amended. Motion carried.** (b) **Swanson moved, seconded by Cherry to advertise Director's position at \$50,000. Motion carried.**

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5. **Plan of Service:** Nothing to report. Planning a meeting at Bronson.
6. **Technology Committee Report:** Nothing to report.
7. **Business Manager's Report:** Discussed insurance.
8. **Director's Report:**
  - Gates Powerpoint 2000 - available on all new computers.
  - ✓ Staff Council - September 26<sup>th</sup> - reformation volunteers for appointment.
  - ✓ Gate Training & Open House - Central (20 people), Quincy, Alganssee
  - ✓ Internet Policy implementation
    - (a) new contract signed as of October 9th
    - (b) registered patrons on Galaxy System
    - (c) instructional notebooks placed by workstations
    - (d) 6 filtered / 2 unfiltered
    - (e) headphone issues.
  - ✓ Galaxy Contract
  - ✓ Wal\*Mart gift / material submitted to Tom Pascoe
  - ✓ Director Stephen Dix still interested - will be sending resume/documents.

\*\*Sharland reported on the money problem. Talked with the detective. The drawer will be placed in the dumbwaiter and secured each evening with a lock.

**NEW BUSINESS**

1. BDLS Board year 2001 meeting dates:  
**Swanson moved to adopt the resolution for year 2001 meeting dates, seconded by Smitley. Motion carried.**  
**Roll Call Vote: 6 Yeas 0 Nays 1 Absent**
2. BDLS Board term expiration: **Richard Sharland 12/31/2000  
& Rosemary Smitley 12/31/2000.**
3. Snow Contract with Branch County Courthouse: **Swanson moved, Cherry seconded, to accept the snow removal contract with courthouse. Motion carried.**

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INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

No one at this time.

8:15 p.m.

Cherry moved to move to a Closed Session to review  
Interim Director's evaluation, seconded by Brown. Motion carried.

Roll Call Vote: 6 Yeas 0 Nays 1 Absent

CLOSED SESSION

8:20 - 9:45 P.M. executive session closed to the public.

9:15 P.M. Rosemary Smitley was excused.

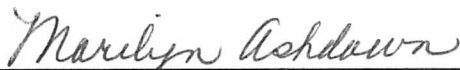
9:46 P.M. re-opened to the public.

Cherry moved, seconded by Ashdown to approve Dee Knapp's evaluation.  
Motion carried.

ADJOURNMENT

Meeting adjourned 10:00 P.M.

Submitted by:



Marilyn Ashdown, BDLS 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 Street, Coldwater, MI 49036, (517) 278-2341 FAX (517) 279-7134.**