

**DRAFT**

10 E. Chicago St - Coldwater, MI 49036

*Approved*

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

*Central Library Meeting Room*

January 15, 2001

6:00 P.M.

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Dorothy Cherry, Vera Hurd, Rosemary Smitley, John Swanson, Vice President; Jack Gay, and Acting Director Bruce Guy

**ABSENT FOR ROLL CALL**

Excused: Carol Brown

**ALSO PRESENT**

Bobbi Brickey, Quincy Library Board; Richard Sharland, Board Consultant; members of the public and library staff.

**APPROVAL OF AGENDA**

**Cherry moved, seconded by Gay to approve the Agenda of January 15, 2001 with one change of order #1 of New Business: Election of Officers to proceed Brief Public Comments: Motion carried.**

**BRIEF PUBLIC COMMENTS**

None at this time.

**New Business: change on agenda**

**1. Election of Officers:**

A. **Hurd moved, seconded by Cherry to elect John Swanson as President.**

Close nominations. **Unanimous vote.**

B. **Ashdown moved, seconded by Smitley to elect Dorothy Cherry as Vice President.**

Close nominations. **Unanimous vote.**

C. **Cherry moved, seconded by Hurd to elect Marilyn Ashdown as Secretary.**

Close nominations. **Unanimous vote.**

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Smitley to approve the Minutes of December 18, 2000 with one correction page 3, under New Business #5 Director Search - Gina Peak should read Tina Peak. Motion carried.**

**Smitley moved, seconded by Ashdown, to approve the "Special" Board Meeting Minutes of December 28, 2000. Motion carried.**

CORRESPONDENCE

- ☒ Several Individual Board of Review Correction Affidavits for Coldwater Twp & California Twp. Corrected Tax Assessments for the City of Coldwater.

FINANCES

1. **Approval of Bills:** Ashdown moved to approve the bills as submitted, seconded by Cherry. 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:**

- ☞ Received \$7,174.00 from the sale of the Megaethoscope.
- ☞ Other slides will be auctioned on in April of this year.
- ☞ Discussed a replacement for Kim while on leave.

**b. Bronson:**

- ☞ Gates Open House was held Friday and 27 people attended.
- ☞ Last week was our first week to be opened on a Tuesday evening - 14 people.
- ☺ Gates suggested we identify our computers - John, Paul, George & Ringo - Elvis is down!

**c. Quincy:** Brickey reported:

- ☞ A patron donated 81 audio books.
- ☞ Security system is purchased, installed, completed and working.
- ☞ Shelving project is on-going.
- ☞ Donations received to start another area of shelving.
- ☞ Allen Penal fine account - pays portion of hours. How much in is account? (Bruce will find out about the penal fine account by contacting the bookkeeper and reporting back to Quincy Board.)
- ☞ Processing of Green Thumb worker. How is this handled? (Bruce will find out how to go about finding a Green Thumb worker for Quincy and report back to the Quincy Board.)

**d. Union Twp:**

- ☞ Twp. clerk asked if the Plan of Service Committee and/or Board has made a decision about the windows.
- ☞ Roof leaking in the building that the library is in. Leak stopped. Now leaking in restroom. Twp is working to take care of the problem. Nothing damaged Ceiling tile looks bad but it will be taken care of once they are sure the leaking has stopped.
- ☞ Summer Reading Program - get middle school or junior high kids involved. Two days for that age group. No book collection for that age group.
- ☞ Valentine story week sometime in February. Tues, Wed, Friday after school. Time to be decided.

**e. Sherwood:**

- ☞ Nothing to report.

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f. Algansee:

- ☞ Received memorial from the Shilling family & friends for Hubert Shilling - \$550.00.
- ☞ Patrons are pleased with the collection purchased with the Black Walnut monies.
- ☞ Township Board was invited to the library 3 out of 5 members came.
- ☞ Story Time will be starting next week. It will run for four weeks. Tuesday 3-5 year old's. Saturday 6-10 year old's.
- ☞ February the store will be closed. This will be the first year that the library will be open.

26.  
37.  
48.

**Building Committee Report:** No report.

**Children's Committee Report:** Need to schedule a meeting.

**Personnel Committee Report:** Recommend wage and pay scale for your 2001: 3½ % for hourly & salary; 1% for Circulation/Reference Supervisor & Tech Services/Children's Manager; Bruce's salary was increased \$6,000, Director salary was increased from \$45,000 to \$50,000. \$6,000 estimated for step-increases. Bookkeeper & Director Secretary - hourly employee exempt status. Catalog Technical Processing - Para Pro. Custodian listed - Clerk/Custodian. **Smitley moved, seconded by Ashdown to approve the 2001 pay scale for hourly & salary employees as indicated on the chart retroactive to January 1st. Motion carried.**

59.

**Plan of Service:** Discussed window at Union Twp 11-29-2000. **Cherry moved to contribute \$2,000 to the cost of the window at Union Twp Library at the good faith reimbursement for library expenditures paid by the Township in the past, seconded by Smitley. Motion carried.**

610.

**Technology Committee Report:** Nothing to report.

711.

**Director's Report:**

- ✓ Additional Gates Training scheduled for 2 day training seminars (January 29<sup>th</sup> & 30<sup>th</sup>.) Algansee and Quincy may have to be closed Tuesday, January 30<sup>th</sup>, or re-schedule people to cover those libraries.
- ✓ Two humidifiers frozen. Havel Bros. recommended that no more repair could be done because of age. Cost of \$550.00 each. No damage to books.
- ✓ Handicap Parking area or Permit Parking close to the library for the five handicap employee's. **Cherry moved, seconded by Smitley to change the parking as proposed. Motion carried.**

NEW BUSINESS

1. **Election of Officers:** voted on earlier in the meeting.
2. **Appointment of Committees:**
  - a. Building Committee: Hurd, Swanson & Gay
  - b. Personnel Committee: Brown, Ashdown & Smitley
  - c. Children's Committee: Ashdown, Smitley
  - d. Plan of Service Committee: Cherry, Swanson, Brown
  - e. Technology Committee: Swanson, Gay
3. **Policy on using computers - owning fines:** No action.
4. **Who signs purchase orders?:** Referred to the Personnel Committee
5. **Video rental overdue fee:** No action.
6. **Closing policy due to weather:** Refer to Emergency Closing Policy Adopted January 18, 1999.
7. **Director search:** Referred to the Personnel Committee
8. **Name plates for check register:** Swanson and Ashdown will sign

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INFORMATIONAL ITEMS

None.

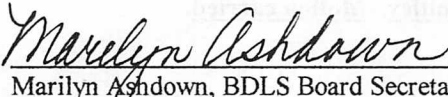
EXTENDED PUBLIC COMMENTS

Carol Maddox asked about how much money Bronson has in the Capital Fund. Bruce will check on the status of Capital Fund for each branch.

ADJOURNMENT

Meeting adjourned 7:30 P.M.

Submitted by:

  
Marilyn Ashdown, BDLS Board Secretary

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