

10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

Central Library Meeting Room

April 16, 2001

6:00 P.M.

Approved
DRAFT

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Erica Ewers, Algansee Twp. Supervisor; Frank Hemphill, Richard Sharland, Board Consultant; and library staff.

APPROVAL OF AGENDA

Smitley moved, seconded by Brown to approve the Agenda of April 16, 2001. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Cherry moved, seconded by Brown to approve the Minutes of March 19, 2001. Motion carried.

CORRESPONDENCE

☒ Nothing at this time.

FINANCES

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

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** John Swanson reporting:
 - ☐ Melissa Kent from Southern Michigan Bank, Trustee to the Charles Woodward Endowment Fund of \$129,900.00. Only the interest on the account will be used.
 - ☐ A publication about the "Two Libraries Under One Roof," by Carole Bolton, President of the Board. (Daily Reporter)
 - ☐ Randall Hazelbaker will seek re-appointment.

b. **Bronson:** Carole Maddox reporting:

- Found out that the schools did not know that the library had Gates computers. Notified the schools in January. One of the members of the Friends will be a liaison between the library and the schools.
- Last month 142 people used the computers.
- Still questions on the book budget.
- Summer Reading Program in place.
- Request for propeller's (prop) doing a school project on Marilyn Monroe.
- Dedication of the Historical Marker May 6th Sunday at 3:00 P.M.

c. **Quincy:** Carol Brown reporting:

- Attended the Wednesday meeting.
- On-going shelving project.
- Topic of interest was the Plan of Service recommendation of the 2/3 - 1/3 was discussed at length.

d. **Union Twp:** Rosemary Smitley reporting:

- Summer Reading Program is being planned. Help from the community members. Discussed gifts, prizes, party at the end of the program.
- Plan of Service report did not go to the Township Board. Township Board meeting was Tuesday of last week. Draft was sent to the Branches for review.

e. **Sherwood:** Bruce Guy reporting:

- Carolyn won't be able to continue. Betty Follis will not be able to take on the position. Hours are being covered temporarily. Position has been posted. Some internal interest.

f. **Alganssee:** Lynell Eash reporting:

- At the end of the month I did the Art Van Furniture Story Hour, the store donated \$200.00 to the library. Will be on the list for next year.
- National Library Week - Brother & Sister Bear. Kite demonstration by Jeff Friend, kids made their own kites to fly. Ed Speter did balloons for the kids.
- Dove Store still closed. May be re-opened May 1st.
- Tomorrow I start pre-school story time. Three weeks, no Saturday's due to the kids having soccer practice.
- Amish families are starting to come back to the library.
- Friends group are planning on having a Book Sale and to include a garage sale, May 26th. Books donated from patron's that the library can't use.

2. **Building Committee Report:** No report.

3. **Children's Committee Report:** No report.

4. **Personnel Committee Report:** Committee met on Tuesday, March 27th.

a. Director's job description: Ashdown moved to approve the Director's Job description, seconded by Smitley. Motion carried.

b. Purchasing Policy: Cherry moved to approve the Purchasing Policy, seconded by Brown. Motion carried.

c. Memo of Understanding: Brown moved to use these Memo's of Understanding for the three (3) positions strictly as clarification, seconded by Hurd. 4 ayes 3 nays Motion carried.

DRAFT

- 5. **Plan of Service:** Plan of Service was discussed in length and approved. **Cherry moved that the Plan of Service be approved as drafted and submitted to the municipalities for their comments, seconded by Gay. Motion carried.** Request from Algansee for additional hours. Supervisor Erica Ewers reported on the additional hours from nine (9) hours to eighteen (18) hours a week. Algansee Township will put a proposal together.
- 6. **Technology Committee Report:** No report.
- 7. **Director's Report:**
 - ✓ Memorial for Chuck Woodward from the BDLS Board "Biography & Genealogy Master Index, 1998, bookplate will be placed in the book.
 - ✓ Inquiry from the current staff about the old card catalog files. Will check into a few antique dealers and how to advertise.
 - ✓ Director in place as soon as possible!

NEW BUSINESS

- 1. Scheduling of a BDLS Board Meeting on Thursday, April 19th @ 6:00 P.M. **Approved.** Swanson received a resume from India.
- 2. Re-scheduling of May 21st BDLS Board Meeting: **Cherry moved to approve May 21st Board Meeting be re-scheduled to May 24th, Thursday @ 6:00 P.M. seconded by Brown. Motion carried.**

INFORMATIONAL ITEMS

Rumsey and Watkins prepared handouts for the BDLS Board on "General Fund Statement of Revenues Over Expenditures and Changes in Fund Balance for the Twelve Months ended 12/31/00."

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned 8:10 P.M.

Submitted by:

Marilyn Ashdown

 Marilyn Ashdown, BDLS Board Secretary

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