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10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES**

Central Library Meeting Room

January 15, 2002

6:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Jack Gay, John Swanson, President.

ABSENT FOR ROLL CALL

Gayle Clover (excused), Rosemary Smitley (excused).

ALSO PRESENT

Maureen Campbell, Lynnell Eash, Erica Ewers, Alganssee Township Supervisor; Frank Hemphill, Director; Pat Kaniewski, Barb Riegel, James Troust, CPL Board Representative; Pattie Walter.

SEATING OF NEW LIBRARY BOARD MEMBER

Gayle Clover

Due to a conflicting schedule, was unable to attend meeting.

APPROVAL OF AGENDA

Brown moved, seconded by Cherry to approve the Agenda of January 15, 2002. Motion carried.

BRIEF PUBLIC COMMENTS

- Erica Ewers, Alganssee Township Supervisor handed out Budget for 2003 with issues reflecting extra hours at the Alganssee Library.
- Hemphill introduced Maureen Campbell the libraries employee to work in the Holbrook Heritage Room.

APPROVAL OF MINUTES

Gay moved, seconded by Ashdown to approve the minutes of December 20, 2001. Motion carried.

CORRESPONDENCE

Nothing at this time.

FINANCES

1. **Approval of Bills:** Cherry moved that the December bills be approved as submitted, seconded by Brown. Motion carried.
2. **Financial Statement: Audit in Progress.**
 - A. Signing of Standard Form to Confirm Account Balance Information with Southern Michigan Bank for Rumsey & Watkins Audit. Brown moved for chairperson to sign, seconded by Ashdown. Motion carried.
3. **Penal Fine Chart:** Nothing to report.

PENDING BUSINESS

1. **Reports from Central & Branch Liaisons:**
 - a. **Coldwater:** James Troust reported.
 - Bolton appointed Watson as Interim Secretary.
 - Resolution honoring Randall Hazelbaker.
 - 71 Visitors in November.
 - Welcome Maureen Campbell.
 - Discussed Christmas letter in future.
 - New Board Member: Michael Renshaw.
 - General question – Is there something that can be done about how the state government funds our libraries.
 - b. **Bronson:** Frank Hemphill reported.
 - Attended the Friends meeting at 4:00 p.m.
 - Sizeable amount of monies in their bank account \$6,000 to \$7,000.
 - Purchasing a micro-film reader, printer, putting up a flag pole at the library.
 - Question about utilizing Capital Fund Monies, suggested making a request to District Library Board for use of funds. (Pointing the building.)
 - Gayle Clover on the Board. – Good meeting!
 - c. **Quincy:** Carol Brown reported.
 - Second phase of shelving in the Circulation Desk and Genealogy area is completed.
 - Circulation Desk will be moved back about a couple of feet.
 - No idea when the 3rd phase of the children's shelving will start.
 - Question on the phone bills.
 - Quincy Friends meeting will be the 4th Tuesday of January at 10:00 lower level of the library.
 - d. **Union Twp:** Pat Kaniewski reported:
 - Scheduled a Story-Craft time first three Saturday's in March.
 - Head Start person called and asked about our programs.
 - Display in the back of the library from the elementary students.
 - e. **Sherwood:** No report.
 - f. **Algansee:** Frank Hemphill reported.
 - Program Schedule for next six (6) months.
 - Children and Adult programming.
2. **Building Committee Report:** Did not meet.
3. **Children's Committee Report:** Did not meet.

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4. **Personnel Committee Report:**
A. Letter from Biringer, Hutchinson, Lillis & Bappert, P.C. – re: Personnel Policy
B. Request for a Personnel Committee Meeting.
a. Personnel Policy Manual
b. Education Loan Policy

Referred back to the Personnel Committee bring back to the board at February's Board Meeting. Committee Meeting scheduled for January 19, 2002 at 1:00 p.m.

5. **Plan of Service Report:**
A. E-mail Swanson/Cherry re: gift monies and endowments (IX. page 10, 2nd paragraph)
Cherry moved, seconded by Brown that the re-written paragraph be inserted on Page 10 the paragraph that it is replacing deleted and that the Plan of Service reviewed at three prior meetings now be approved as the final Plan of Service for the Board. Motion carried.

6. Technology Committee/Children's Internet Protection Act - **Report: The automation librarian is continuing to investigate Internet filters and to follow advice from the Library of Michigan to determine if the library system can handle the filters needed to comply with the Children's Internet Protection Act.**

7. **Director's Report**

Action Item:

- A. Request for Professional Leave Days (March 12 – 16, 2002)
Public Library Association Conference in Phoenix, AZ
Cherry moved, seconded by Gay that Frank Hemphill, Director be granted 5 days of pay for the time he spends attending the Public Library Association Conference in Phoenix, AZ, March 12 – 16, 2002. Motion carried.

Information Items:

- A. Statistical Reports
Jeanne Berg has done a very good job putting this together. Keeping track of all the statistics for the last six months, branches do not count.
B. 2001 Book Budgets
Recommendation from the Board to make an effort to spend all of Book Budget (\$5,339.22.)

NEW BUSINESS

1. **Election of Officers: Meeting turned over to Director Hemphill: Brown moved, seconded by Cherry to accept and maintain present board. Motion carried.**

(President Swanson resumed as chairman of meeting.)

2. **Approval of committees:**

- a. **Personnel Committee: Swanson, Ashdown, Brown & Gay.**
b. **Building Committee: Gay resigned from Building Committee.**

3. **Dave Rumsey presentation of 2001 Audit report: No action needed, part of Audit.**

4. **Resolution Honoring Vera Hurd & Book purchase: Cherry moved, seconded by Brown to adopt the resolution presented to honor Vera Hurd for her years of service on the Branch District Library Board. Motion carried.**

Roll call vote: 5 Ayes 0 Nays 2 Absent

Ashdown spoke with Vera concerning a book purchase in her honor. Vera is interested in books on nature.

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INFORMATIONAL ITEMS

- Cherry received an e-mail from the Michigan Library Association (MLA) to vote for a noted author. Anyone interested can vote at MLA web site for their favorite Michigan author for Michigan Author of the Year.
- Coldwater Library went over one hundred-thousand for the year.
- Swanson received a call from Mr. Sharland, could not make tonight's meeting. On the township planning board and meetings the same night as BDLs. Willing to serve as consultant to the Board. Swanson recommends that the Board keeps Sharland on board. Monthly information will be mailed out to Mr. Sharland. Brown moved that we keep Mr. Sharland as Board Consultant and he receive same per diem (\$25.00) and mileage as Board members, Ashdown seconded. Motion carried.

EXTENDED PUBLIC COMMENTS

No one.

ADJOURNMENT

Meeting adjourned at 7:10 P.M.

Submitted by:

Marilyn Ashdown

Marilyn Ashdown, BDLs Board Secretary

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