

10 E. Chicago St. – Coldwater, MI 49036

DRAFT

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room**

**April 16, 2002  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Gayle Clover, John Swanson, President.

**ABSENT FOR ROLL CALL**

Rosemary Smitley (excused), Jack Gay (excused), Dorothy Cherry (excused).

**ALSO PRESENT**

Jane Baldwin, Quincy; Bobbie Brickey, Quincy; Richard Sharland, Board Consultant; Michael Renshaw, CPL Board Representative; Linda Tuck, John Scott, Branch Mental Health Representative & Library Staff.

**APPROVAL OF AGENDA**

**Brown moved, seconded by Ashdown to approve the Agenda of April 16, 2002, with the additions of the Quarterly Financials Report and Certificate of Deposit SMB&T to the Finance report, addendum to Action Item B, Book Detection Report, and addendum to Information Items, report on Industrial Facilities Tax Exemption Notification. Motion carried.**

**BRIEF PUBLIC COMMENTS**

No comments at this time.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Brown to approve the minutes of March 19, 2002. Motion carried.**

**CORRESPONDENCE**

- Reading of the official resignation of Rosemary Smitley from the BDLS Board effective immediately.

**FINANCES**

1. Approval of Bills: **Brown moved to approve the bills as submitted, seconded by Clover. Motion carried.**
2. Financial Statement: **Brown moved to accept the March Financial Statement, seconded by Ashdown. Motion carried.**
3. Penal Fine Chart: Discussed.
4. Quarterly Financials Report: Reviewed. Check charges for Sherwood Wages.
5. Certificate of Deposit SMB&T: Reviewed.

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PENDING BUSINESS

1.

**Reports from Central & Branch Liaisons:**

**a. Coldwater: Michael Renshaw reported:**

- Discussion of the Honors Book being formatted with pictures of our volunteers.
- Preparation for the Volunteer Recognition Luncheon on Monday, April 22<sup>nd</sup>.
- 105 visitors to the Holbrook Room.
- Still looking for a board member to fill the vacancy.

**b. Bronson: Gayle Clover reported:**

- The computers were down all last week and made it difficult to check in/out books and caused a lot of make-up work.
- Computer chairs are in. Signs and paper trimmer are ordered with Capital Improvement money.
- 76 people attended the annual spring book sale. Earnings from the sale totaled \$104.86.
- Showcase this month is on Bronson Fishing Reels belonging to Dave O'Rourke.
- Bronson Township is getting bids on tuck and pointing the brick. Would like to have the building power washed. Will be doing repair of columns in front and putting in a sidewalk to the parking lot along with landscaping and installation of a 30 foot flagpole with the US flag and State of Michigan. Pending work on end shelves and exit lighting. Taking bids on drop ceiling and lighting for downstairs pending board approval.

**c. Quincy: Jane Baldwin reported:**

- Staff is pleased with the possibility of having the micro film reader. The Quincy Herald Newspaper is on micro film from 1891-1967 and will allow for the patron to do a lot of research.
- March is reading month and is a great success at Jennings Elementary School and a lot of children are now using the library for additional books.
- During the March library story time, Clifford the Big Red Dog costume was sent by Scholastic Books. This is a great service to the library.
- The Summer Reading Program for Quincy will be from June 18<sup>th</sup> through July 12<sup>th</sup>.
- The Friends Book Sale is set for June 7<sup>th</sup> and 8<sup>th</sup>.
- Friends of the Library are hosting an open house Sunday, May 19<sup>th</sup>, from 2:00 to 4:00 P.M.
- Pet Parade is set for July 5<sup>th</sup>.
- There is a new author spotlight display near the circulation desk featuring a new author each week. This is also being done in the children's section.
- End of shelf displays are successful.

**d. Union Twp: Pat Kaniewski reported:**

- Sandy and Pat are both attending Excel classes.
- Had special story and craft time today because this is library week.
- Wednesday and Friday we are having board games. Saturday we are having a book talk by Taylor's Books and More.
- Two school groups coming in later this month to learn how to get a library card and how to use the library.

**e. Sherwood: Frank Hemphill reported:**

- Frank worked the Sherwood Branch on Saturday and had 7 patrons visit that morning.
- Rhonda Galvin is trying out new ideas. She has shifted hours to encourage more patrons.

f. **Algansee:** Frank Hemphill reported:

- Bats program taking place today.
- Developing ideas for new programs for adults, and different age groups.

**Note:** We had a silent auction for Central and all the branches. Sixty-two items were sold for a total of \$1,762.00. Money will be used for non-fiction books for this year.

2. **Building Committee Report:** Did not meet.
3. **Children's Committee Report:** Did not meet.
4. **Personnel Committee Report:**  
Tuition Grant Policy for Masters degree in librarianship or information science. **Tabled for review by attorney.**
5. **Plan of Service Report:** Did not meet
6. **Technology Committee Report / Children's Internet Protection Act:**  
Board reviewed. Continuing to monitor Internet filters to comply with the Children's Internet Protection Act. (Handout material)
7. **Director's Report:**
  - a. **Narrative Report, April, 2002:** Discussed.
    - Barb Riegel is organizing a Silent Auction April 8 – 12 for excess items in the library. Items which are to be auctioned off, will be tagged for a week, highest bid takes the item. Mrs. Riegel suffered a fainting spell and has a severe cut (6 – 8 ") on her forehead and has been off work for a week.
    - As part of a general house cleaning I have ordered a dumpster. Anything which doesn't sell, will be put in the dumpster. It costs \$380 per load to dump. The air handler room is full of excess junk items. If we are unable to fill it, then I will offer excess capacity to the County as pay back for their courtesy.
    - Getting rid of public property is always a touchy subject for the taxpayer. We are following accepted principles of eliminating excess equipment. However, the possibility always exists for negative publicity. I will do my very best once the auction is over to find homes for equipment that could be useful to other public agencies.
    - I will be in Louisiana for a family wedding May 2 – 5, 2002, returning to work on May 6<sup>th</sup>.
    - The three young women that stole \$350 from the library were successfully prosecuted on April 9, 2002 for a misdemeanor crime. As part of their sentencing they are to reimburse the library for the stolen funds.
    - My printer malfunctioned during the preparation of the Board Agenda Packet. I went out and purchased a new laser printer, copier, scanner, fax machine which is network ready at a cost of \$700. Money is available in Operating Supplies.
  - b. **Holbrook Room & Local History Use:** Discussed.
  - c. **Statistical Report, March, 2002:** Discussed.
  - d. **Book Expenditure Report, March, 2002:** Discussed.
  - e. **Capital Outlay Expenditures, February, 2002:** Discussed.

**Action Item:**

- a. **Director's Goals & Objectives Statement – Discussion and adoption:** Board supports goals and objectives but passed on adopting.
- b. **Recommendation on Book Detection System maintenance (3M) Contract:** Propose to terminate use of book detection system or possibly sell. Board has concern of system becoming worthless if maintenance agreement is not renewed. **Brown moved to renew maintenance agreement and investigate selling system at a later date, seconded by Clover. Motion carried.**

**BRANCH DISTRICT LIBRARY SYSTEM  
Personnel Committee Minutes  
May 1, 2002  
8:00 A. M.**

**Present:** Marilyn Ashdown, Carol Brown, Jack Gay

**Absent:** John Swanson

**Also Present:** Frank Hemphill, Library Director, Richard Sharland, Board Consultant

**Business:** The Personnel Committee members discussed Ms. Tuck's request for reinstatement. It is the Personnel Committee's unanimous recommendation to the Branch District Library Board that Ms. Tuck's request for reinstatement be denied.

**Meeting adjourned at 8:35 A. M.**

Respectfully Submitted:

*Marilyn Ashdown*

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Board Secretary