

10 E. Chicago Street - Coldwater, MI 49036  
BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room  
January 20, 2003  
6:00 P.M.

DRAFT

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Lynda Chan, Dorothy Cherry, Gayle Clover, Adam Hollingsworth.

ABSENT FOR ROLL CALL

Jack Gay, (excused.)

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Lynnell Eash, Frank Hemphill, Library Director; Pat Kaniewski, Carole Maddox, Michael Renshaw, CPL Board Representative; & Barb Riegel.

APPROVAL OF AGENDA

Ashdown moved, seconded by Brown to approve the Agenda of January 20, 2003. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Clover to approve the minutes of December 17, 2002. Motion carried.

CORRESPONDENCE

1. Letter from Coldwater City Council appointing Lynda Chan to BDLS Board. D. Cherry and Board Members welcomed Lynda.

FINANCES

1. Approval of Bills: Questions on Brilliance Audio; WGBH; Cheapskate Monthly \$4.95, Pat K., said it was a periodical and the full price was not paid on the subscription; Pierson Construction work done at Bronson, Cherry asked that Frank check into this and see that it comes out of the right account. Brown moved to approve the bills as submitted, seconded by Clover. Motion carried.
2. Financial Statement: Audit in progress.
3. Penal Fine Chart: Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
  - a. Coldwater: Michael Renshaw reported:
    - Kelli Nantz, Accountant from the City Treasurer's Office - provided a Library memorial Fund Sheet for November 2002.
    - Representatives for BDLS Board Meetings January, February & March.
    - 60 visitors to the Heritage Room for the month of December.
    - 2% raise increase for the Heritage Room employees.
    - Several recommendations on the interior, exterior and roof of the library building were discussed.
    - Board approved a book purchase for Bruce.

- b. **Bronson**: Carole Maddox reported:
- The library was broken into. Broke irreplaceable original glass in door. Nothing at this point missing. Frank will check on the insurance coverage by the township & city.
  - A door will be placed that no one can go into the basement.
  - Banner year for the Bronson Library; 10,364 items checked out and 493 requests were handled - 12,107 patrons during the year. The library was opened 1,377 hours.
  - 3,737 computer users.
  - Two women were working on indexing the Bronson Journal - all is lost!
  - Friends of the Library Book Sale - April 1<sup>st</sup>
  - Stephanie needs help especially on Tuesday nights.
  - Recommend that adults who wish to use our computers try to do so before 3 p.m.
- c. **Quincy**: Carol Brown reported:
- Friends of the Library meetings have been moved to 4:00 p.m., (on the 4<sup>th</sup> Tuesday of January, April, July and October.) No significant increase in attendance yet. (Next meeting will be January 28<sup>th</sup>.)
  - Sold our old fax machine (\$60.00 to the BDLS); hooked up our new copy machine which has fax capabilities.
  - Story Time children received a visit from "Franklin the Turtle" last month (A scholastic costume, free of charge.) Thanks to Dave Hardy. We average about 15 children each Friday morning.
  - New genealogy shelving looks wonderful and makes the area much more organized and cleaner. Reference and genealogy materials will be updated and more purchases will be made to enhance this area of our branch (census materials, etc.).
- d. **Union Twp**: Pat Kaniewski reported:
- Friday, February 14<sup>th</sup>, we will be having two pre-school story times - one in the morning and one in the afternoon. Also a craft time will be available after school for the elementary and middle school students.
  - The "Friends" Group is sponsoring "Love Your Library." This will be February 1 - 14.
  - Capital Funds expenditures: Book drops installed. Patrons are using the back door drop especially.
  - Door open/closed sign received.
  - Door lever knobs purchased (handicap.)
  - I'm waiting for Frank to purchase a radio for building as well as street signs.
  - Computers extremely slow - provided we can get them running and don't lose connection. This proves to be an embarrassing way to run a business.
- e. **Sherwood**: Frank Hemphill reported:
- Addendum to Sherwood Village Contract for Library Services December 17, 2002.
  - All the new shelving has been installed and looks nice.
  - Circulation picked up.
  - Ordering new books, including "self-help" books.
  - All is looking well for Sherwood.
- f. **Algansee**: Lynnell Eash reported
- Last month while I was on sick leave Linda B., Virginia Brown and Frank filled in.
  - Home school senior decorated the library and story hour for Christmas Party.
  - A couple of moms came in and did the American Girl Christmas Party.
  - I'm learning the new system getting back up to speed.

2. **Building Committee**: Did not meet.

3. **Children's Committee**: Did not meet.

4. Personnel Committee: December 26, 2002 & January 7, 2003 Two (2) recommendations from the Personnel Committee:

- Ashdown moved to retain Bruce Guy as a Technology consultant with a \$500.00 retainer fee. We will pay him \$75.00 per hour in half-hour increments for six months or whenever the \$500.00 fee runs out. If we do not use up the \$500.00 fee in six months, the remainder of the money will be kept by Mr. Guy. If we need his services after that, we will negotiate with him on the fee, seconded by Brown. Motion carried.
- Ashdown moved, that Mr. Hemphill start advertising for a Technology Librarian with a Master's Degree. Salary range will be \$38,000.00 to \$40,000.00; forty (40) hours a week; 2 week's vacation the first year and 3 weeks vacation thereafter, seconded by Brown. Motion carried.
- Concerns about the Personnel Committee's recommendation of hiring at 40 hours a week Technology Librarian, rest of the library full-time staff work a 35 hours a week. Will run into a conflicting situation. No personnel policies for the full-time individuals. Ashdown and Jack Gay agree that full-time should be working 40 hours a week and not 35 hours. All full-time workers should be working 40 hours a week, starting this (2003) year. Six (6) individuals Sandy Cunningham, Barb Riegel and (4) Management staff. Up date the Personnel Manual on full-time staff. Personnel Committee Meeting will be scheduled to discuss this issue.

5. Plan of Service Committee: Did not meet.

6. Financial Committee: Did not meet.

7. Technology Committee/Children's Internet Protection Act: Did not meet.

(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)

8. Director's Report:

- a.
  1. Action items: None.
  2. Information Only: January 2003 narrative report:
    - Bruce Guy's last day of work was January 14, 2003. Bruce appeared at the Personnel Committee meeting and agreed to act as a consultant for a retainer of \$500.00. The staff had a potluck for him and there was a public reception for Bruce on the Thursday before his last day.
    - The Library is the beneficiary of one fourth of the annual income from the Janette B. Stephens Trust. The gift is unrestricted and may be used for any library purpose. Ms Stephens was a private person and asked that the gift not be publicly announced. The first check is for \$1,223. What are the Board's wishes in regard to this gift?
    - The TLC computer installation was completed in the middle of December. The TLC system occupies a lot more bandwidth than the Gaylord System did, which slows down the transmission time. I still need to investigate this further with Bruce and TLC for possible solutions.
    - Thomas Bryant has been hired as a contract computer vendor. Tom completed the two year course at BACC and an Associates Degree from Westwood College of Technology. I contacted Rachel Hard & Mark Knaack at the Personnel Committee's recommendation and spent almost an hour with them, discussing and defining the interim situation. They unanimously recommended Tom.
    - The Headquarter staff is supporting RELAY FOR LIFE; if you wear blue jeans on a day other than Friday, you pay \$1.00 to the RFL Kitty. For the Christmas season BDLS supported the Branch County Humane Society, raising over \$125.00 plus food and other pet items.
    - I verified with our Worker's Compensation carrier by phone that contract employees are covered by our worker's comp. policy. Also, when I sent out bid request in December 2002 for worker's comp. coverage, I specified contract class of employee's; if you remember, our premium decreased dramatically from about \$2400 to \$1807. I also checked with the Dean Insurance Agency and contract employees are covered.
    - The Annual Report (2002-2003) for State Aid to Public Libraries was submitted January 13, 2003 electronically. A paper copy is available for Board members.

DRAFT

- b. Statistical Reports: December 2002
  1. Book Budget. Handed out
  2. Use Statistics. Handed out

### NEW BUSINESS

1. Election of Officers: Meeting turned over to Director Hemphill
  - Dorothy Cherry for President; Brown moved, seconded by Ashdown. Motion carried.
  - Gayle Clover for Vice President; Ashdown moved, seconded by Brown. Motion carried.
  - Marilyn Ashdown for Secretary; Brown moved, seconded by Cherry. Motion carried.

Marilyn Ashdown will contact Mr. Swanson and Mr. Sharland on a Consultant to the Board.

President Cherry assumed as chairman of the meeting.

2. Approval of Committees for 2003:
  - Children's Committee: Ashdown, Hollingsworth, Clover
  - Personnel Committee: Ashdown, Brown, Gay
  - Technology Committee: Cherry, Gay, Chan
  - Building Committee: Gay, Hollingsworth, Chan, (Bolton, CPL Board Representative)
  - Financial Committee: Cherry, Gay, Brown

Ashdown moved, seconded by Brown to approve the Committees for 2003. Motion carried.

3. Resolution Honoring John Swanson & book purchase. Brown moved, seconded by Clover to adopt the resolution presented to honor John Swanson for his years of service on the Branch District Library Board. Motion carried. Roll call vote: 5 Ayes 0 Nays 1 Absent  
A book on golf or bowling will be purchased in John's honor.

### INFORMATION ITEMS

Nothing at this time.

### EXTENDED PUBLIC COMMENTS

None.

### ADJOURNMENT

Meeting adjourned at 7:25 p.m.

Respectfully submitted:

  
Marilyn Ashdown, BDLS Board Secretary

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