

10 E. Chicago Street - Coldwater, MI 49036
BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
April 21, 2003
6:00 P.M.

DRAFT

President Cherry requested that Lynda Chan act as BDLS Board Secretary in the absence of Marilyn Ashdown and Carol Brown.

PRESENT FOR ROLL CALL

Dorothy Cherry, President, Adam Hollingsworth, Jack Gay, Lynda Chan

ABSENT FOR ROLL CALL

Carol Brown, Marilyn Ashdown, Gayle Clover (excused)

ALSO PRESENT

Bobbie Brickey and Jane Baldwin, Quincy Library Board; Lynnell Eash, Erica Ewers, Alganssee Township Supervisor; Frank Hemphill, Library Director; Richard Sharland, Board Consultant; Carole Maddox, Linda Birkenbeul, Carole Bolton, Coldwater Public Library Representative; and Rhonda Galvin

APPROVAL OF AGENDA

1. **Hollingsworth moved, seconded by Gay to approve the Agenda of April 21, 2003. Motion carried.**

BRIEF PUBLIC COMMENTS

- Carole Bolton asked the Board to look into a Coffee Bar for the Central Library.
- Richard Sharland informed the Board that he was changing his legal address and would no longer be able to serve on the Woodlands Library and that the Board would need to make appointment to serve out his term.

Gay moved, seconded by Hollingsworth to amend the Agenda to include discussion of a coffee bar at the Central Library and an appointment to the Woodlands under New Business. Motion carried.

APPROVAL OF MINUTES

1. **Hollingsworth moved, seconded by Gay to approve the minutes of March 17, 2003 with correction to page 3, item #7 (a) to reflect that the Board has already approved the expenditure of funds to rewind the elevator motor. Installation of the emergency return unit tabled for reconsideration after elevator rewind complete. Motion carried.**

CORRESPONDENCE

1. City of Coldwater – Tax abatement Blazing Concepts Co. 3-25-03

FINANCES

1. Approval of the Bill: Information was not available for discussion and tabled until the May meeting.
2. Financial Statement:
3. Penal Fine Chart: discussed.

PENDING BUSINESS

DRAFT

1. Reports from Central and Branch Liaisons:
 - a. Coldwater: Carole Bolton reported:
 - 85 visitors to the Heritage Room the month of February.
 - June VanKampen, D.A.R. Genealogy Department held a one day workshop, twelve people in attendance in the Heritage Room.
 - The Heritage Room has a new volunteer, Bonnie Sherman.
 - Don Reid will be writing an article for the Daily Reporter regarding the Heritage Room.
 - Micro filming the current Daily Reporter, Bronson Journal and Coldwater High School papers.
 - b. Bronson: Carole Maddox reported:
 - Friends of the Library met with 30-40 people in attendance to exchange ideas and how to attract more members.
 - The Sturgis Journal ran a nice article about the Bronson Library.
 - A Book Sale was held 2 weeks ago and was very successful.
 - Plans are being made for the Summer Reading Program and a Bronson resident is donating toys this year for the Program.
 - c. Quincy: Jane Baldwin reported
 - d. Union Twp: Adam Hollingsworth reported:
 - Pat is on vacation.
 - Pat will be making a request to the Board for a new copy machine as the township is having a problem with the library using the existing machine.
 - e. Sherwood: Rhonda Galvin reported
 - Story Hours and General use of Sherwood Library.
 - f. Algansee: Lynnell Eash reported:
 - The new showcase has arrived and has been installed.
 - Library hamster has been named Bookworm and he bites.
 - March Story Hour has special readers, 15 patrons attended.
 - March Reading Month was celebrated with 74,416 pages read.
 - Finished Pre-school story time and will start again in May
 - Storyteller, Lou Ann Homan came to kickoff National Library Week. 32 patrons attended the very interesting program, which was paid for by the Friends.
 - American Girls program met again. One more meeting in May then will end for the summer.
 - Held 2 Easter Egg Hunts and a Cake Decorating Workshop.
 - In May, Lisa and Lynnell will go to Jennings School during the Kindergarten Roundup and talk to all classes about the Summer Reading Club.
2. Building Committee: Did not meet.
3. Children's Committee: Did not meet.

4. Personnel Committee: April 10, 2003 **Hollingsworth moved, seconded by Chan to accept the recommendation of the Personnel Committee to:**
- Increase salaried employees work week to 40 hours per week and increase their annual salary by \$2,500 each.
 - Increase Riegel & Cunningham's work week to 40 hours per week from 35 hours.
 - Accomplish the above changes at a cost not to exceed \$11,500 including FICA.
 - Make the increased hours and salaries effective on the first of the month after approved by the BDLS Board.

Approved by the Board

5. Financial Committee: Did not meet.
6. Technology Committee/Children's Internet Protection Act: Did not meet. (Continue to monitor Internet filters to comply with the Children's Internet Protection Act)
- Director Hemphill distributed to the Board articles titled: Welcome to ALA's CIPA Web Site; and, The Aftermath for the CIPA Ruling September 2002.

7. Directors Report

a. Action Items:

For the purpose of a Renewal Proposal for Cincinnati Insurance Company, who underwrites the Directors & Officer's Liability insurance, President Cherry requested answers to Question #15, which reads as "has any Director or Officer of the Company been charged of any criminal act in the past six years or is currently the subject of a pending criminal proceeding" from the Board members present. All Board members present and the Director answered the question with a "no". President Cherry requested that the Director contact absent Board members by e-mail for their answers. The Director will contact Jeff Dean, Dean Insurance to attend the May Board meeting to address any questions relating to the insurance policy.

The Board authorized President Cherry to sign the application for insurance with Cincinnati Insurance Co.

Gay moved, seconded by Hollingsworth to authorize President Cherry to sign the Memo of Understanding with John Rucker. Rucker accepted the position of Technology - Computer Librarian and will begin employment on August 4, 2003. Motion carried.

Chan moved, seconded by Hollingsworth to allow the Director to attend the Rural Librarians Conference at Sault Ste. Marie on May 5 - 7, 2003 and the American Library Association Conference in Toronto, Canada, June 19-25, 2003 at no cost to the BDLS. Motion carried.

Hollingsworth moved, seconded by Gay to authorize the Director to purchase the necessary wireless equipment, not to exceed \$2,000.00, from the Capital Improvement budget to implement wireless telecommunication service for the Union Township Library. Motion carried.

b. Informational Items:

1. Leslie Burrows has resigned her position as ¾ Bookkeeping Clerk effective 3-28-03. Jeanne Berg is accomplishing the Bookkeeping activities, with help from Barb Riegel and the Director.

2. According to the Hourly Personnel Manual, three floating holidays (prorated) are authorized for all staff working over 21 hours per week; these holidays do not cumulate. The Hourly Personnel Manual also allows staff to use up to 1/6 of their annual sick time for personal business (2 days) and 1/3 of their annual sick time may be used for an illness in the family (4 days). Each of the Memos of Understanding that I have examined states salaried employees have benefits according to the Hourly Personnel Manual.
 3. Outdated computers have been sold and removed.
 4. There are 5 antique tables that are excess inventory and the Director will explore the ownership of the tables and explore the disposition of the tables.
 5. The Friends of the Library have donated up to \$800.00 to purchase and install signage over the east & west entrances to the Central Library.
 6. Computer Response time is adequate with the exception of Union Twp.
 7. Union Twp. response time has improved, however it continues to be erratic. A wireless system is being installed by CBPU on the water tower in Union City. This is the solution for Union's erratic response time.
 8. Two books have been added to the collection in memory of Aileen Barnett for her bequest to Bronson Library.
 - A BOUTIFUL HARVEST: MIDWESTERN PHOTOGRAPH OF PETE WETTACH, 1925-1965
 - MRS. LINCOLN AND MRS KECKLY: THE REMARKABLE STORY OF THE FRIENDSHIP BETWEEN A FIRST LADY AND A FORMER SLAVE.
 9. Building:
 - The leak from the west side which was repaired fall of 2002 has not reoccurred.
 - Director will contact JL Painting to wash the exterior, touch up paint where it is flaking and paint the front porch. There is damage to the front porch due to expansion/contraction.
 - The Director will obtain quotes for parking lot seal-coating and parking re-stripping.
 - The carpets in the Central Library are being cleaned at a cost of \$1200.
- c. Statistical Reports: March 2003
1. Book Budget
 2. Use Statistics

Special Note: Chan being excused to attend another meeting at 7:10 p.m. The Board is now in session without a quorum. President Cherry requested that Jack Gay act as BDLS Secretary in the absence of Lynda Chan.

DRAFT

NEW BUSINESS

1. The Board discussed the possibility of a Coffee Bar at the Central Library. Director Hemphill will explore options.
2. The Director will contact the Woodlands Library to obtain information concerning the appointment of a new member.

INFORMATIONAL ITEMS

1. Letter regarding BDLS Worker's Compensation Record.
2. Grant Application to Max Larsen Foundation.

EXTENDED PUBLIC COMMENTS

Maddox: stated that the property insurance is paid for the entire district, not just for the Central Library.

Eash: remarked that the new signage at the central library should include "Central Library". The Director remarked that the signage has already been purchased.

Birkenbeul: Commented "I think that you would do well to spend time on the Reference Floor see how the Internet is going. Also, Jeanne mentioned to stop by the Kids Place they have a Rain Forest. Chairs have been reupholstered and are really cute.

President Cherry: Recommends that with respect to the Internet usage the Technology Committee should meet and go over the Internet Policy and if there are changes to recommend on a basis of what is happening. We might have to change the policy.

Hemphill: Would you like Linda to write that report up and I have a folder with comments from the staff.

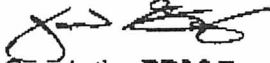
ADJOURNMENT

Gay moved, seconded by Hollingsworth to adjourn: Meeting adjourned at 7:45 p.m.

Respectfully submitted:



Lynda Chan, Acting BDLS Board Secretary



Jack Gay, Acting BDLS Board Secretary

The Branch District Library System will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting / hearing upon one weeks' notice to the Branch District Library System, 10 East Chicago Street, Coldwater, Michigan 49036 - (517) 278-2341 or FAX (517) 279-7134