BRANCH DISTRICT LIBRARY
BOARD MINUTES
17 JUNE 1991
4:00 PM

PRESENT:
Bill Stewart, Orville Maxson, Claire Heinonen,
Vivian Slisher, Carol Brown, Richard Sharland,
Phyllis Rosenberg, and Terry MacDonald.

ABSENT:
Tim Miller

MINUTES:
A. Orville moved, Vivian seconded, to accept the
B. Carol moved, Orville seconded, to accept the
   Minutes of the May 28, 1991 Special Meeting.
   Approved.
C. Vivian moved, Claire seconded, to accept the
   Minutes of the June 1, 1991 Special Meeting.
   Approved.
D. Orville moved, Vivian seconded, to accept the
   Minutes of the June 9, 1991 Special Meeting.
   Approved.

FINANCES:
A. Carol moved, Orville seconded, to accept the
   May Financial Statement. Approved.
B. Operation Chart noted.
C. Drop "Print Out" from Board Agenda due to
   the fact we no longer receive this from the
   County.
D. Orville moved, Vivian seconded, to pay Voucher
   Bills # 2489 - 2517. Approved.
E. Penal Fines Chart noted. Up from last year.
F. Progress on saving County charges - no actual
   proposal as yet from John Dean (a meeting will
   be held Wednesday, 6/19/91), but we should see
   a substantial savings.

OLD BUSINESS:
A. Advisory Boards: Bronson, Coldwater, and
   Quincy - The Summer Reading Program is the big
   deal at all major Branches. Note that Union
   is losing their clerk, Shirley Abrey, in July.
B. Millage Fact Sheet discussed. Add and delete
   as we go.
NEW BUSINESS:  A. Carol moved, Vivian seconded, to approve the District's building lease with the City (attached) with Richard authorized to sign it. Approved.

B. Reviewed ByLaws. Bill will work on a Draft of revisions for the next meeting.
Needed revisions:
1.) Meeting date Third Monday 4:30
2.) Quorum
3.) Per Diem - Orville moved, Claire seconded, to set compensation at $25.00 per meeting.

C. Per Diem - See above

D. County Service reimbursement had been set by David Griffith & Associates. We need to investigate the exact County services and dollar amounts and get an agreement on this. Terry will follow through.

E. Extension of Woodlands Library Cooperative contracts noted.

F. Bar-coding is the next step in our automation process. New District Library borrowers cards with bar-coding will cost $5,5000.00 if purchased from Custon Plastic Cards. New bar-coding labels for books will cost $2,280.00 from GTI. This is a nonbudgeted expense, but the increase in Penal Fines could well cover it over the year. Bill moved, Vivian seconded, to accept the above recommended vendors for bar-coding, not to exceed the cost of $7,780.00 total. Approved.

G. Vivian moved, Carol seconded, to transfer funds from Line Item # 271-740-981 to 271-738-981. Approved.

H. Phyllis informed board members that the basement air conditioner went out. A quote for a new one was $842.00. She suggested the use of a dehuminifier for the time being.

INFORMATION ITEMS: Noted
A. Friends Art Fair and Book Sale cleared $1,000.00
B. Buy A Book progress will be noted
C. Trustee Workshop July 26
D. Service report noted
E. Automation Report - "Doing it, learning as we go". Thank You Staff!!
F. Tim Miller's thank-you card
G. Received a $27,000.00 Grant which Phyllis wrote for the Literacy Program. This program will target "high risk" families identified through D.S.S. and Headstart. Also, it will send 15 kids and families to a special Kimball Camp program.

Adjourned, 6:07 PM

Submitted,
Carol Brown
Secretary