

DRAFT

1/27/93

BRANCH DISTRICT LIBRARY
BOARD MINUTES
18 JANUARY 1993
THIRD FLOOR MEETING ROOM
4:00 PM

- I. **ROLL CALL:**
PRESENT: Richard Sharland, Bill Stewart, Carol Brown, Jeanne Berg, Vivian Slisher, Martha Hamp (new member welcomed), Dee Knapp (welcomed to first formal meeting as Director).
ABSENT: Tim Miller
- II. **AGENDA:** Carol moved, Vivian seconded, to approve the agenda. Approved.
- III. **MINUTES:**
A.) Carol moved, Jeanne seconded, to approve Minutes of 12/21/92, Approved.
B.) Vivian moved, Bill seconded, to accept Minutes of 12/28/92. Approved.
- IV. **BRIEF PUBLIC COMMENTS:**
Meeting opened to Public Comments. None. Closed.
- V. **FINANCES:**
A.) Financial Statement:
1. Dee suggested a column of what the Library actually receives each month be added to the Penal Fines Chart.
2. Operating expenses discussed.
3. Jeanne moved, Carol seconded, to accept the Financial Statement for December 1992. Approved.
B.) Operational Expenses Chart noted.
C.) Carol moved, Jeanne seconded, to approve payment of Vouchers 3409 - 3453. Approved.
- VI. **PENDING BUSINESS:**
A.) Reports from Branch Liaisons
1. Coldwater - Advisory Board meets 1/19/93.
2. Bronson - Advisory Board meets 1/21/93.
3. Quincy - No January meeting.
4. Union City - With the new ceiling and lighting, the Library is like a new place. A real concern is the Calhoun County students who attend Union City schools but have to pay a \$ 20.00 Library fee because they do not live in the District.

- B.) Committee Reports:
 1. Finance - So happy to pass the '93 Budget.
 2. Personnel - See VII. C. Director's Report.
 3. Building - Roof leaked last week. Consider someone to inspect the roof for long term prevention program.
- C.) Automation: Dee
 1. Assessment of past program - not enough careful planning and too many changes added by the Library.
 2. Gaylord demo was January 6, Dynix will be February 5.
 - a. Complete, fully automated system costs will be figured by both with payment options and Dee will provide an info sheet on all this.
- D.) Audit: Audit bid requests going out to Plante & Moran and Dart & Rumsey - Dee will send Board members a memo with the bids to initiate start of work.
- E.) Directors Report:
 1. BDLHEA questions to earlier vacation adjustment and will take it to the State of Michigan Wage and Salary Board if we choose not to reconsider. Our view - vacation calculated by accrued hours at the rate it was earned. Dee will investigate interpretation and practice regarding management vacations.
 2. Personnel - Dee has talked to every employee.

VII.

NEW BUSINESS:

- A.) Bill moved, Vivian seconded, to present and elect a slate of officers as follows:

Richard Sharland	President
Tim Miller	Vice President
Carol Brown	Secretary

Approved.
- B.) Committee Appointments:
 1. No need for a Building Committee
 2. Budget Committee will be appointed as needed.
 3. Personnel Committee will Bill and Jeanne, with Vivian as alternate.
- C.) Director's Report:
 1. Prioritization in order
 - a. Personnel
 - b. Automation
 - c. Contracts and Plans of Service
 2. First negotiations with BDLHEA will be January 28 at 5:00 PM with four representatives from BDLHEA, Dee and Richard.
 3. Personnel -
 - a. New Tech Processing/Childrens Services Librarian on board February 1, hopefully.
 - b. Discussed professional and hourly performance evaluations for accountability.

VIII.

INFORMATIONAL ITEMS:

A.) Penal Fines Chart noted.

B.) Resolution of "determination of incompatible offices" legal opinion on file and will be noted to Ruth Dukelow.

C.) Service Report noted.

IX.

EXTENDED PUBLIC COMMENT: None

X.

ADJOURNMENT: Meeting adjourned 6:15 PM

Submitted By:

Carol Brown
Secretary

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