

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
NOV. 15, 1993  
CENTRAL LIBRARY  
4:10 p.m.

**PRESENT:** Richard Sharland, Jeanne Berg, Tim Miller,  
Bill Stewart, Carol Brown, Vivian Slisher and  
Dee Knapp.

**ABSENT:** Martha Hamp.

**AGENDA:** Tim moved, Carol seconded, to accept the  
Agenda with additions under New Business:  
#3 Policy for Branch County  
Institution Librarians  
#4 Board vacancies  
#5 Director evaluation procedure

**MINUTES:** Carol moved, Vivian seconded, to accept Board  
Minutes of Oct. 18, 1993. Approved.

**CORRESPONDENCE:** None

**BRIEF PUBLIC  
COMMENTS:** None.

**FINANCES:**

1. Tim moved, Vivian seconded, to approve  
Financial Statement of 10/31/93. Approved.
2. Tim moved, Vivian seconded, to pay Vouchers  
#392-458. Approved.
3. No November penal fine figure from the  
County on the penal fine chart noted.

**PENDING  
BUSINESS:**

1. Branch liaisons reports:
  - a. Coldwater has not met.
  - b. Bronson - the new lighting is great.
  - c. Quincy - concerns on Allen penal fine  
report, petty cash policy and book  
money. Appreciates Dick's help.  
Open House was well attended by the  
community.

-con'd.

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- d. Union - Nov. 19 is shipment date for new shelving for both Union and Sherwood; should be installed by next meeting.
- e. Sherwood - see above.

- 2. Tim moved, Jeanne seconded, to adopt the balance of the 1994 Holiday Schedule thru Dec. 31, 1994, including April 3 closing. Approved.

**NEW BUSINESS:**

- 1. Discussion of donated duplicate historical materials. Options to be investigated are:
  - a. Offered to branches and organizations such as D. A. R.
  - b. Sell to private collectors.
  - c. Director will check with other libraries.
- 2. Director's report:
  - a. Budget will be ready for finance committee by Dec. 6.
  - b. Personnel:
    - 1. Employee Of The Month:
      - a. October - Jean Swain
      - b. November - Ellen Shoun
    - 2. Two reference librarian candidates to be interviewed Monday, Nov. 22. Jim Seidl from Woodlands will interview them with Director.
    - 3. Structure Tec representative will have roofing evaluation & recommendations ready by next meeting.
    - 4. Tim moved, Carol seconded, to adopt Policy for Library Cards For Branch County Institution Librarians dated 11-15-93.
    - 5. New board appointments - Bill will handle city and Vivian, Bronson.
    - 6. Director evaluation procedure:
      - a. Evaluation form to be filled out by all board members and mailed to board chairman.
      - b. Personnel committee will meet to summarize evaluations and determine compensation package.

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- c. Formal evaluation next board board meeting - can request closed session.

**INFORMATIONAL  
ITEMS:**

1. Monthly Service Report noted.
2. Automation and Capital Outlay reports are being sent to branches.

**EXTENDED PUBLIC  
COMMENTS:**

1. D. A. R. is always looking for historical materials.

**ADJOURNMENT:** Meeting adjourned 5:27 p.m.

Submitted by:

Carol Brown, 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. Individuals with disabilities requiring auxiliary aids or services should contact the Branch District Library System, 10 East Chicago St., Coldwater, MI 49036. 517-278-2341 FAX 517-279-7134.

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