BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JAN. 17, 1994
CENTRAL LIBRARY
4:10 p.m.

WELCOME: New Board Member, Marilyn Ashdown.

PRESENT: Richard Sharland, Jeanne Berg, Tim Miller,
Marilyn Ashdown, Carol Brown,
Martha Hamp and Dee Knapp.

ABSENT: Jeanne Unterkircher

AGENDA: Carol moved, Tim seconded, to accept the
Agenda with additions to New Business:

4. Election of officers
5. Committee appointments

Approved.

MINUTES: Tim moved, Jeanne B. seconded, to accept

CORRESPONDENCE: Thank you note from Vivian Slisher.

BRIEF PUBLIC
COMMENTS: None.

FINANCES:
1. No Financial Statement to allow audit
to be available at next meeting.
2. Tim moved, Jeanne B. seconded, to pay
Vouchers #6410-6430. Approved.
3. Penal fines chart noted.

-Con'd.
BDLS Board Minutes
Jan. 17, 1994

PENDING BUSINESS:

1. Branch liaisons reports:
   a. Coldwater will meet Jan. 25, 1994. Solicitations have brought in $3,200. Proposed loan from their Endowment Fund cannot be borrowed for automation project per letter from City Attorney Andy VanDoren that MCLA 129.91 restricts the investment of City funds to U. S. government affiliations.
   b. Bronson reports no activity but Carole is back two days a week.
   c. Quincy - Concerns on borrowing from Quincy's Endowment monies for automation expenses discussed. Jeanne Berg and Carol will meet with them in between meetings. Concerns on rumors about Allen penal fines and hours which will be addressed. Quincy Friends' donation went toward a nice looking functional magazine rack.
   d. Union - trouble with fax machine is fixed.
   e. Sherwood - busy setting library back in order.

NEW BUSINESS:

1. Tim moved, Martha seconded, to accept Policy on Quincy Financial Procedures. Approved.
2. Director's report:
   b. Jean Swain was chosen "Employee of the Year". She received one of the 24K gold trimmed library Memorial Plates, a gift certificate and parking.
   c. Merit pay plan in works, setting goals and objectives.
      1. Need to have money in budget for this.
      2. Board may get calls on this process.
   d. Rumsey & Watkins:
      1. Representative of Rumsey & Watkins will be at next meeting.
      3. Board accepted their recommendation that Jean Swain attend board meetings and take the minutes.
      4. Also recommended that minutes be kept for every committee meeting.

(Con'd.)
3. Personnel Committee - Recommendations for Director's salary were presented. Jeanne B. moved, Carol seconded, to accept the proposed budgeted 4.4 step increase plus 1% increase plus $1,000.00 Deferred Compensation. In addition a 3% 1993 incentive bonus of $1,050.00 to be taken as lump sum cash, a vacation, or a combination of both. Approved.

4. Election of officers: Richard turned chair over to Dee.
   b. Martha moved, Tim seconded, to nominate Jeanne Berg Vice-President and to close nominations. Unanimous approval.
   c. Tim moved, Jeanne Berg seconded, to nominate Carol as Secretary. Approved. Tim moved, Martha seconded, to close nominations. Unanimous approval.

5. Tim moved, Jeanne Berg seconded, that committee appointments will be at the discretion of the President of the Board to form committees as needed. Approved.

INFORMATIONAL ITEMS:

1. Monthly Service Report noted.

EXTENDED PUBLIC COMMENTS:

None.

ADJOURNMENT:

Meeting adjourned 5:45 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.

DRAFT