BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
JULY 18, 1994
CENTRAL LIBRARY
4:10 p.m.

PRESENT: Richard Sharland, Jeanne Unltkircher, Carol Brown, Martha Hamp and Bruce Guy, Acting Director

ABSENT: Jeanne Berg, Tim Miller and Marilyn Ashdown.

AGENDA: Carol Brown moved, Unterkircher seconded, to approve the Agenda as submitted with the addition of Pending Business 3: Structure Tec Report on roof and New Business f: Telecommunications Proposal, GTE. Motion carried.

MINUTES: Carol Brown moved, Martha Hamp seconded, to approve the minutes as submitted of the June 20, 1994, Board meeting. Motion carried.

CORRESPONDENCE: Bruce Guy read a letter from the Library of Michigan stating State Aid to libraries will increase by 21.2% for fiscal year 94/95.

BRIEF PUBLIC COMMENTS: None.


2. Approval of bills: After discussion it was decided to request a chart of account numbers and to have the account number on each bill. Jeanne Unterkircher moved to pay bills as submitted, seconded by Martha Hamp. Motion carried.

3. Penal fines chart: The actual penal fines should be $14,085.50 instead of the $865 showing on the enclosure.

-Con'd.
BDLS Board Minutes
July 18, 1994

PENDING BUSINESS:

1. Appointment of Director:
   Discussed the Memorandum of Understanding with Mary Hutchins which offers a 16 month agreement at $36,225/yr. plus $2,000./yr. toward Deferred Comp. plan. Carol Brown moved that the Board offer this Memorandum of Understanding to Mary Hutchins, seconded by Jeanne Unterkircher. Motion carried.

2. Reports from central and Branch liaisons:
   a. Coldwater: Will meet July 26 at 4 PM. Microfilming of 55 rolls of newspapers from the Daily Reporter's films has been completed.
   b. Bronson: Summer Reading Program has 120 children participating.
   c. Quincy: Appreciated getting a report on Allen penal fines. Surge protectors were installed to protect the phone line during storms. There is a very busy Summer Reading Program with 80 children finishing.
      There is a vacancy on the Quincy Library Board and names are being gathered to fill the position. Township Supervisor Max Zimmerman and Jane Baldwin are working on a grant for handicap accessibility, roof and work area enlargement.
   d. Union City: Are having an active Summer Reading Program.
   e. Sherwood: Status quo.

3. Structure Tec report on roof:
   a. After discussion, it was decided to table this until the next meeting.

NEW BUSINESS:

1. Report on Strategic Planning Conference - On June 23rd, Richard Sharland attended a conference in Grand Haven, MI., about steps to take to implement long range planning. Further discussion will follow after Mary Hutchins begins as Director.

2. Acting Director's (Bruce Guy) report:
   a. Gaylord contract: We have received our preliminary contract. The price at this time is $105,981, but this may change due to credits available. Richard Sharland will sign the contract after it is reviewed by our lawyer. Discussion followed after Bruce Guy's explanation
b. DataServ Contract:
   l. Discussion of Letter of Intent—
      (Letter of Intent was disregarded.)
      Bruce Guy explained a third
      Alternative (C) available at a
      lower cost which offers flexibility
      compared to Alternative A. Alternative
      C gives us the capability to connect
      to the school's fiber optic system.
      Carol Brown moved that after reviewing
      DataServ, we drop Alternative A and
      go with Alternative C. Supported by
      Martha Hamp. Motion carried.

c. Statewide Internet Access Program:
   Grant monies are available to apply
   for at two levels. We are utilizing this
   now for Internet access. If there is
   money left, we can request an access
   computer for one of the branches.
   Bruce will fill out a grant proposal.

d. Change in parking lot use:
   Beginning August 1 library employees
   will be prohibited from parking in the
   Hudson St. parking lot. Employees
   will have to park in the Pearl St. lot.

e. Liability insurance policy:
   Discussed clauses of exclusions in the
   library's liability insurance coverage.

f. Telecommunication Proposal, GTE:
   Bruce Guy explained GTE Centranet Service
   which is a cooperative phone network
   between the Branch District Library and
   the Branch County School System,
   resulting in lower monthly phone rates.
   Carol Brown made a motion to switch from
   our present phone set-up to Centranet.
   Supported by Jeanne Unterkircher. Motion
   carried.

3. Review of policy for accepting material
   donations:
      After discussion, it was decided to
      amend the present policy and table it
      until the next board meeting.

   con'd.
INFORMATIONAL ITEMS:

1. A refrigerator is needed for the staff room and permission was given to try to locate one.

EXTENDED PUBLIC COMMENTS: None

ADJOURNMENT: 6:30 P. M.

Submitted by:

Jean Swain
Recording Secretary

Approved by:

Carol Brown
BDLS Board Secretary

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