BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
AUGUST 15, 1994
CENTRAL LIBRARY
4:10 p.m.

PRESENT: Richard Sharland, Jeanne Unterkircher, Carol Brown, Tim Miller, Marilyn Ashdown, and Bruce Guy, Acting Director

ABSENT: Jeanne Berg, Martha Hamp (arrived 4:20 p.m)

AGENDA: Tim Miller moved, Carol Brown seconded, to approve the Agenda as submitted. Motion carried.

MINUTES: Carol Brown moved, Marilyn Ashdown seconded, to accept the minutes as submitted of the July 18, 1994, Board meeting. Motion carried.

CORRESPONDENCE:
1. Thank you letter from BDLS Central staff for purchase of a used refrigerator/freezer for use in staff room.
2. From John Dean, Court House, revising policy re Hudson St. parking lot and allowing library employee parking in north & south spaces only.
3. Letter from BDLS Central staff re Sunday hours. (See New Business #4)
4. Letter from Woodlands Library Cooperative re Board vacancy. (See New Business #2).

BRIEF PUBLIC COMMENTS: None.

FINANCES:
2. Approval of bills: Carol Brown expressed her appreciation for the chart of accounts. Amy Harmon, Bookkeeper, was present to explain the breakdowns. After discussion, Tim Miller moved to pay the bills, seconded by Ashdown.
3. Penal fines chart: June penal fines received in July were $4,500 less due to the annual payment to the County Law Library.

Con'd.
BDLS Board Minutes
Aug. 15, 1994

PENDING BUSINESS:

1. Furnace maintenance: Postponed until September Board meeting.
2. Structure Tec proposal (roof):
   Discussed estimate of $13,150 for roofing and sheet metal work. Sharland explained options and it was decided that he could proceed to his own satisfaction about the proposal, finding answers to questions that were raised about the definitions of the necessary reconstruction and restoration work, the material used and the guarantees. Carol Brown moved that we go with Structure Tec and their proposal of putting the roof on, making inspections and holding their contractors accountable as long as actual work is what we believe it to be. Seconded by Tim Miller. Motion carried.

3. Reports from central and Branch liaisons:
   a. Coldwater: Bruce Guy reported that Gwen Dove, Algansee library manager, fell on August 7 breaking her right hip. She is recovering after surgery.
   b. Bronson: Status quo.
   c. Quincy: Did not have a Board meeting. Status quo.
   d. Union City: Status quo.
   e. Sherwood: Status quo.

NEW BUSINESS:

1. Acting Director's (Bruce Guy) report:
   a. Gaylord update: The contract has been returned to Gaylord after approval by our lawyer and being signed by Richard Sharland. We are now waiting for Gaylord to return a signed copy.
   We now have the new CD Rom disc from Brodart. It will be loaded at the end of the month from the LePac database. The LSSI company will reduce it to tapes which will be sent on to Gaylord.

-Con'd.
b. DataServ Contract:
   1. We have sent them a purchase order
to go ahead. They have us scheduled
the week of October 10 to set up the
network. We should be operational by
January.

2. Appoint representative to WLC Governing
   Board: Carol Brown moved, Ashdown seconded
to appoint Tim Miller as our representative
to the WLC Board. Motion carried.

3. Review of policy for accepting material
donations: Tabled for new director's input.

4. Review of library hours: After a long
discussion and a review of statistics,
Carol Brown moved that we need to go ahead
with the regular schedule of winter hours
until Mary Hutchins has time to get a head
count, make a decision, and have a recommen-
dation by December 1st. Supported by Miller.
Motion carried.

INFORMATIONAL
ITEMS:
None

EXTENDED PUBLIC
COMMENTS:
Dick Smolinski, Custodian, stated that
the employees were told working Sundays would be
optional. The minutes of the staff meeting
concerning Sunday hours and time and a half
"disappeared".

ADJOURNMENT:
5:54 P. M.

Submitted by:

Jean Swain
Recording Secretary

Approved by:

Carol Brown
BDLS Board 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.