

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
JULY 15, 1996  
BRONSON LIBRARY  
5:00 p.m.

PRESENT FOR ROLL CALL

Jeanne Berg, Carol Brown, Marcia Carman, Richard Sharland, John Swanson, Jeanne Unterkircher and Director Mary Hutchins.

ABSENT

Marilyn Ashdown (excused).

ALSO PRESENT

Carole Maddox, Bronson Branch Manager, Stephanie Davis, Bronson Clerk, Linda Johnson, Quincy Branch Manager, and Linda VanWormer, Union Branch Manager.

APPROVE AGENDA

Brown moved, Unterkircher seconded, to approve the Agenda. Carried.

APPROVAL OF MINUTES

Swanson moved, Berg seconded, to accept the Minutes of the June 17, 1996, Board meeting. Carried.

CORRESPONDENCE

1. Informed by City Clerk/Assessor Gerald Boguth, that Gokoh has applied for tax abatement. Hearing is July 22, 1996.
2. MLA informs us that Senate Bill 757 has tapped the penal fines as funding source to finance the enforcement of preventing underage smokers. Libraries will split penal fines with law enforcement, each getting half.
3. Received from County Assessor the 1996 Millage Reduction Fraction Calculations Worksheet and computation.
4. Michigan Public Act 364 kept state aid to libraries at 45 cents. No increase for Library of Michigan.
5. 6-13-96 Court Reform Update, far from being settled, on file. Board members should read.

-con'd.

**DRAFT**

**BRIEF PUBLIC COMMENTS**

Dean Chandler, Bronson Library Board member, expressed appreciation for the clerks at Bronson and said he would be willing to take books to home bound people.

**FINANCES**

1. Approval of bills: Brown moved, seconded by Carman to approve bills. Carried.
2. Financial Statements not finished due to penal fine question.
3. Penal fines chart noted with question of whether figures stated were actual.

**PENDING BUSINESS**

1. Sherwood Public meeting of 6-17-96 discussed. Director Hutchins to check budget to finance a much needed dehumidifier.
2. Liaison Reports:
  - a. Coldwater Public Library: Light agenda, tied up loose ends, no August meeting.
  - b. Bronson: Biggest Summer Reading Program ever; good community support.
  - c. Quincy: Very active Summer Reading Program and pet parade; interviewed grant writer Barb Carlie.
  - d. Union: Summer Reading Program; children's writer, Patricia Polacco will be there July 27.
  - e. Sherwood: Working on barcoding at Central.
  - f. Algansee: Board meeting there next month, bring a folding chair. Article about Mrs. Dove's General Store including a bit on the library there was published in Lansing City Limits Magazine.
3. Director's report:
  - a. New travel books in our collection.
  - b. Books on grief, death and dying received through the Branch Co. Foundation \$1,000 grant.
  - c. Bruce Guy went to annual MI Library Consortium meeting in Lansing for update on Internet and new technologies.
  - d. State aid check received.
  - e. Merit & GTE installation on Internet total of 40 lines but two need repair at vendor expense.
  - f. Bruce's office, the "cave", has no ventilation where all the expensive computer equipment is. A duct was run for air but an auxiliary air conditioner is needed to protect equipment. Check insurance if coverage is there for this equipment.
  - g. Painting of building under way with 12 repairs already.
    1. Late start due to start-up check didn't reach Saur and paint needed matching.

-con'd.

2. Mr. Bryan will ok next check as work is done.
  3. Driveway will be closed as east side is done.
  4. May need plywood to lay on grounds to protect sprinkler system and sod.
  5. Key needs to be given to Saur for access to building during off hours for water & bathroom access.
- h. Patron at Central brought in two bags of chocolate chip cookies in appreciation of the staff.
- i. Video donation.
- j. Kalamazoo College Library Head Of Reference brought gift of valuable discards there which we really need here, amounting to thousands of dollars if bought new.
- k. Need authorization for Hutchins & Brown to meet with Dean Insurance to discuss insurance needs.
- l. Postpone building tour due to problem pointed out by painter.
- m. Hedge trimmer needed.
- n. Serious overdue problem - need a collection agency at no out-of-pocket cost to library by adding \$10.00 to the patron's amount if it goes to an agency. Board agreed to investigate.
- o. Need a policy on renewal of materials.
- p. Mary Cook from Quincy is taking both Amy's bookkeeping duties.
- q. Talked with Chief Gary Chester of the Coldwater Police Dep't. Library will be contacted to close if there is a bomb threat at courthouse or nearby.
- r. Clarification with Bill Stewart and Daily Reporter's Patrick Sullivan on the Coldwater city millage; also talked with Stewart about the Internet 2 year program.
- s. Need to use Jean Swain to get caught up in office so have to give someone extra hours to take Jean's circ desk duties temporarily.
- t. Busiest Summer Reading Program in years. More than 400 signed up; children's circ up 20%.
- u. Atlas maps may be purchased.
- v. Handouts.

#### NEW BUSINESS

1. Membership renewal, Woodlands Library Cooperative: Swanson moved, seconded by Brown, to renew Woodland Coop. membership. Carried.

2. Brown moved, seconded by Unterkircher, to adopt Policy On Release of Minor Child's Library Records and to adapt to new registration cards. Carried.

3. Decided to send out the accepted furnace/ac contract specifications to Branch County contractors.

con'd.

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4. Decided to form a committee to recommend how to adapt computer system to best interests of whole county regarding reserve circulations: Christie Kessler, Loretta Sherfield, Mary Hutchins, Nancee Brewer, branch managers and any of the liaisons.
5. Policy reconsideration of due dates given to above committee to offer recommendations.

INFORMATION ITEMS

Noted and discussed as needed.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment: 6:59 p.m.

Submitted by:

*Mary Hutchins for Carol Brown*  
Carol Brown, 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.