

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
NOVEMBER 18, 1996

5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT

None.

ALSO PRESENT

No one.

APPROVE AGENDA

Swanson moved, Berg seconded, to approve the Agenda. Motion carried.

APPROVAL OF MINUTES

Ashdown moved, Carman seconded, to accept Minutes of the 10-21-96 Board meeting. Motion carried.

CORRESPONDENCE

1. Eagle Printing has applied for tax abatement.
2. Campbell/Custer, CPA regarding library audit.
3. Branch County Community Foundation notification that Director Hutchins' application for Bronson & Union grants was not successful.
4. Karoub Assoc. lobbying firm from M.L.A. - political issues are parallel ordinances & library financing on which Rep. Brackenridge, Chairman of the house committee on local government will form a study.
5. Library Hotline: Published notice on Charles Woodward's bequest.
6. U. S. Dep't of Education along with FCC working for more favorable rates on telecommunications for public schools & libraries.
7. County Commissioner Whitten nominated Richard Sharland for the "at large" position of the BDLS Board currently held by him.

-con'd. **DRAFT**

BRIEF PUBLIC COMMENTS

None.

FINANCES

1. Brown moved, Berg seconded, to approve bills. Motion carried.
2. Brown moved, Carman seconded, to accept the Oct. Financial Statement. Motion carried. Board needs statement of Capital Outlay including accounting of painting expenses.
3. Penal fines are ahead.

PENDING BUSINESS

1. Strategic Planning & Mission Statement proposal by Hutchins:
 - a. Breakup of issues to be studied at each meeting starting in December or January.
 1. Building & property.
 2. Hours & services.
 3. Staffing & personnel.
 - b. Begin with tentative Mission Statement, decide plan, finalize Mission Statement.
2. Liaison Reports:
 - a. Coldwater Public Library: Swanson attended: - Need of copier for the Heritage Room. - Inventory of old newspapers being done. - Need for additional volunteers.
 - b. Bronson: Unterkircher talked with Carole Maddox. - They have a young man volunteering. - A gentleman who was at the BDLS public meeting has volunteered to deliver books.
 - c. Quincy: Brown attended. - Pending estimate for the lift . - Roof slate will be delivered to start the job as weather permits. - Tuck painting will be done. - Mel Budd is donating a new aluminum flag pole. - Getting lights for the evergreen tree in front from the Quincy Chamber of Commerce.
 - d. Union: Carman stopped to see Linda: - They are enjoying the new books from the Literacy Grant. - Not happy with the reserve policy.
 - e. Sherwood: Status quo.
 - f. Algansee: Status quo.
3. Director's report:
 - a. PR incident regarding overdues. Staff procedures outlined.
 - b. Hutchins, Sharland, Brown met with Judge Coyle who assured us that a \$200,000 revenue could be included in our 1997 budget, up \$20,000 budgeted last year for 1996.
 - c. Linda Grill started last week.
 - d. Add five hours a week for Mary Cook for handling Internet accounting from Internet funds.

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- e. Economic Growth Alliance has lost Joyce Elferdink, who was a good supporter of the library.
 - f. Will take bids for the old card catalog unit.
 - g. Building Committee met for building inspection. All pleased with paint job by Saur Restoration and will get an estimate from Saur for the gutter/downspout problem.
 - h. Took care of a patron's complaints of Bronson not having the Coldwater Reporter there, can't return videos in the dropbox from library to library and the need of an indoor dropbox.
 - i. Need to mark our computers.
 - j. Internet guide for parents/children.
 - k. Internet filters filter out too much that is important information. Hackers can get through them anyway.
 - l. Woodward bequest.
 - m. Need supply budget for Branches - will track this for further budgeting and inventory.
 - n. Schedule tour of Central building regarding Strategic Planning needs.
 - o. MLA meeting report - need to deal with some policy issues soon.
 - p. Bruce Guy's report:
 - 1. Six more modems on order.
 - 2. October total usage - 15,696 connect time hours.
 - 3. November usage to date - 603 hours a day.
 - 4. Other providers coming in which we might use.
 - q. State Librarian George Needham has allocated money for study of coordination of Mich. Info. Network.
4. Repair of gutters & downspouts covered in Director's report.

NEW BUSINESS

- 1. Brown moved, Ashdown seconded, to adopt Hutchins' proposal to discontinue Sunday hours and reallocate Saturday staff effective January, 1997. Motion carried.
 - a. Attendance does not justify Sunday hours. Statistics are available and will continue to be kept.
 - b. Still beyond states requirement to be open.
 - c. Notice of change will be well publicized.
- 2. 1996 budget adjustments discussed. Final copy next month with separate page on Internet revenue and expenses.
- 3. First draft of 1997 budget reviewed.
 - a. Include separate page for Internet.
 - b. Inventory appraisal not finished & will cost more.
 - c. Suggested to get bids for insurance.
 - d. Need resolution next month.

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4. BDLHEA contract negotiations/personnel report:
- a. Have heard nothing since being informed of the association's desire to reopen the contract.
 - b. Will send letter inviting them to meet with us Dec. 9.
 - c. Talked about salaries & length of contract.

INFORMATION ITEMS

Noted - State averages of income, etc. of libraries.
- Suggestion of Ron Knapp or Rosemary Smitley for Union liaison replacement.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Adjournment: 6:55 p.m.

Submitted by:

Mary Hestelius 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.