

10 E. Chicago St.
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES
MAY 19, 1997

CENTRAL LIBRARY MEETING ROOM
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

None.

ALSO PRESENT

Jane Baldwin, Quincy.

APPROVE AGENDA

Brown moved, seconded by Berg, to approve the Agenda. Carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Ashdown moved, seconded by Unterkircher, to accept the Minutes of the Apr. 21, 1997, meeting as submitted. Motion carried.

REPORT BY BRUCE GUY

1. Crisis on computers.
2. Internet status: 76 lines, 1,000 hrs. a day, over 1,000 users.
3. Solution almost fine tuned to put more lines in.
4. Swanson will attend technology meeting with Bruce.

CORRESPONDENCE

1. Independent Elevator Co. notice of monthly increase of \$5.00 on service contract.
2. Notice from City Clerk that Metal Powder Components has applied for an Industrial Tax Abatement.
3. Have not received a bid from WilMac Heating & Cooling as yet.

-con'd.

DRAFT

FINANCES

1. Berg moved, seconded by Ashdown, to approve bills. Carried.
2. Much discussion before Swanson moved, seconded by Unterkircher, to accept the Financial Statement of 4-30-97. Carried.
 - Hutchins will talk with Rumsey about having a separate Miscellaneous item on General Fund Revenues (pg. 7), in addition to fund balance carry over in a different line item.
 - We are short of non-fiction money for books. May have to consider taking some from undesignated line (pg.5).
3. Penal fine amount noted to be behind last year.
4. Internet account reviewed.

PENDING BUSINESS

1. Berg moved, Brown seconded, to ratify the 2-year Contract with BDLHEA as submitted. Carried.
 - Effective April 28, 1997, the BDLHEA members will receive a pay raise of 3% during 1997 and 2 1/2% during 1998.
 - Personnel Committee should look at the whole Contract again.
2. Sharland inspected on-going building restoration with Richard Saur. Berg moved, Ashdown seconded, to approve Saur's bill of \$900.00 for additional time and material on lining gutters never measured. Carried.
 - Berg moved, Swanson seconded, to approve Saur's estimate of \$600.00 to pull all popped up nails and metal screws and paint the flashings. Carried with the understanding that Saur will communicate with Hutchins & Sharland should he find other problems.
 - Saur will give estimate on all sides and gables that need painting with the possibility of doing this work in the late summer or fall.
3. Furnace/AC system tabled.
4. Strategic Plan Part IV tabled until later in meeting.

NEW BUSINESS

1. Insurance contract: Swanson moved, Smitley seconded, to accept Dean's proposal of a 3-year contract at \$10,693.00, which includes boiler & machinery costs. Carried after discussion of bids.
2. Brown moved, Ashdown seconded, to approve the reworked proposed amended Internet Refund Policy. Carried.

-con'd.

*replace with metal screws
completion noted in June minutes*

PENDING BUSINESS, CON'D.

5. Reports from Central and Branch liaisons:
 - a. Coldwater Public Library: Ashdown reported:
 1. Some newspapers left in courthouse basement yet. Will be sold later.
 2. Table top in meeting room to be refinished.
 3. Civil War book collection will be sold.
 4. Would like to purchase a microfilm/reader printer for Heritage Room.
 - b. Bronson: Unterkircher reported:
 1. Douglas Autotech has contributed \$300.00.
 2. Community Chest contributed \$1,000.00.
 3. Some 600 students and teachers have come on spring tours.
 4. Summer Reading Program preparations in progress.
 - c. Quincy: Jane Baldwin reported:
 1. Slate on roof will be done by end of June.
 2. Tuck pointing is all done.
 3. Struggling with getting a grant written.
 - d. Union: Rosemary Smitley reported:
 1. Linda pleased with new Clerk, Pat Kaniewski.
 2. Purchased inspirational books.
 3. Summer Reading Program preparations.
 4. Township Board can get BDLS Board minutes from their library.
 - e. Sherwood: Hutchins reported Carolyn in need of help and the new volunteer Marty Ritter is now there.
 - f. Alganssee: Hutchins reported that Gwen Dove's husband died but Gwen will try to keep the store & library going.
6. Director's report:
 - a. Water leak situation on west wall.
 - b. Alma Marquardt is going to Union, Bronson & Sherwood to help children story program along & access juvenile collections.
 - c. Received compliment at coop meeting of libraries which are computerized, which Christie & Sandy C. attended, on BDLS's high quality of entries into the combined database.

-con'd.

- d. From Equalization Office we'll be informed of the new tax revenues coming in by July meeting.
 - e. Controversy that Contract is not being followed in allocation of vacation hours is being investigated. Dee Knapp will help.
 - f. Continued elevator problems.
 - g. There have been problems with the flower garden project the Sunrise Rotary is working on with the Friends Of The Library. Their landscaper came in and rototilled where Mr. Saur needs to place his heavy machinery. Weather has slowed the process.
 - h. A lady fell on the carpeted steps to basement. Bruce got a full accident report. Lady refused medical treatment offered.
 - i. Linda Johnson, Carole Maddox and Linda VanWormer attended the Rural Libraries Conference.
 - j. Hutchins is taking compensatory time for a long Memorial Day week-end.
 - k. Hutchins & Guy will attend a June 2 Disaster Recovery Workshop at Woodlands. Would like a Board member to attend too, if possible.
 - l. Merit Network contract regarding modem lines which was discussed and approved previously has been completed.
 - m. Dial access savings for Branch County in long distance fees was over 1/2 million dollars in 1996.
 - n. It is hoped that the State Librarian, George Needham, will succeed in getting a LSTA Federal Grant to provide all Michigan libraries access to full-text magazine articles. This will increase our patrons' access to information greatly but will mean a need for more computers and printers in reference.
 - o. We continue to have furnace repair bills. The furnace over the east entrance is the problem.
 - p. Hutchins was invited by MLA to participate in a panel on district libraries in Mt. Pleasant.
 - q. Access magazine, put out by Library Of Michigan, has an article on page 9 of the latest issue regarding changes in Freedom Of Information Act. Board will soon need to update policies.
4. Strategic Plan, Part IV:
- a. We need to do, with professional assistance, a three-fold advertisement to inform public of the needs of the library and how to support the library.
 - b. Continue as we are or cut back?
 - c. Automation needs.
 - d. Book needs.
 - e. Hutchins will revise Mission Statement.
 - f. Review whole Strategic Plan next meeting.

-con'd.

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INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting was adjourned at 7:35 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.