

BRANCH DISTRICT LIBRARY
BOARD MINUTES
17 JUNE 1991
4:00 PM

PRESENT: Bill Stewart, Orville Maxson, Claire Heinonen, Vivian Slisher, Carol Brown, Richard Sharland, Phyllis Rosenberg, and Terry MacDonald.

ABSENT: Tim Miller

MINUTES:

- A. Orville moved, Vivian seconded, to accept the May 20, 1991 Minutes. Approved.
- B. Carol moved, Orville seconded, to accept the Minutes of the May 28, 1991 Special Meeting. Approved.
- C. Vivian moved, Claire seconded, to accept the Minutes of the June 1, 1991 Special Meeting. Approved.
- D. Orville moved, Vivian seconded, to accept the Minutes of the June 9, 1991 Special Meeting. Approved.

FINANCES:

- A. Carol moved, Orville seconded, to accept the May Financial Statement. Approved.
- B. Operation Chart noted.
- C. Drop " Print Out " from Board Agenda due to the fact we no longer receive this from the County.
- D. Orville moved, Vivian seconded, to pay Voucher Bills # 2489 - 2517. Approved.
- E. Penal Fines Chart noted. Up from last year.
- F. Progress on saving County charges - no actual proposal as yet from John Dean (a meeting will be held Wednesday, 6/19/91), but we should see a substantial savings.

OLD BUSINESS:

- A. Advisory Boards: Bronson, Coldwater, and Quincy - The Summer Reading Program is the big deal at all major Branches. Note that Union is losing their clerk, Shirley Abrey, in July.
- B. Millage Fact Sheet discussed. Add and delete as we go.

FINAL DRAFT

- NEW BUSINESS:**
- A. Carol moved, Vivian seconded, to approve the District's building lease with the City (attached) with Richard authorized to sign it. Approved.
 - B. Reviewed ByLaws. Bill will work on a Draft of revisions for the next meeting.
Needed revisions:
 - 1.) Meeting date Third Monday 4:30
 - 2.) Quorum
 - 3.) Per Diem - Orville moved, Claire seconded, to set compensation at \$ 25.00 per meeting.
 - C. Per Diem - See above
 - D. County Service reimbursement had been set by David Griffith & Associates. We need to investigate the exact County services and dollar amounts and get an agreement on this. Terry will follow through .
 - E. Extension of Woodlands Library Cooperative contracts noted.
 - F. Bar-coding is the next step in our automation process. New District Library borrowers cards with bar-coding will cost \$ 5,5000.00 if purchased from Custon Plastic Cards. New bar-coding labels for books will cost \$ 2,280.00 from GTI. This is a nonbudgeted expense, but the increase in Penal Fines could well cover it over the year. Bill moved, Vivian seconded, to accept the above recommended vendors for bar-coding, not to exceed the cost of \$ 7,780.00 total. Approved.
 - G. Vivian moved, Carol seconded, to transfer funds from Line Item # 271-740-981 to 271-738-981. Approved.
 - H. Phyllis informed board members that the basement air conditioner went out. A quote for a new one was \$ 842,00. She suggested the use of a dehumidifier for the time being.

- INFORMATION ITEMS:**
- Noted
 - A. Friends Art Fair and Book Sale cleared \$ 1,000.00
 - B. Buy A Book progress will be noted
 - C. Trustee Workshop July 26
 - D. Service report noted
 - E. Automation Report - "Doing it, learning as we go". Thank You Staff!!

F. Tim Miller's thank-you card
G. Received a \$ 27,000.00 Grant which Phyllis wrote for the Literacy Program. This program will target "high risk" families identified through D.S.S. and Headstart. Also, it will send 15 kids and families to a special Kimball Camp program.

Adjourned, 6:07 PM

Submitted,
Carol Brown
Secretary