

10 E. Chicago St.  
Coldwater, MI 49036

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:**
1. Financial Statement as prepared by Rumsey &  
Watkins: After discussion, Tim Miller  
moved, Carol Brown seconded, to  
approve the Financial Statement for the  
month of July, 1994. Motion carried.
  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.

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**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. The CPL Board is committed to purchasing an Information Referral Module for the Galaxy System within the next two years.
  - 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.

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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 recommendation 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 K. Swain  
Jean Swain

Recording 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.

Approved by:

Carol Brown  
Carol Brown

BDLS Board Secretary

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