

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
OCT. 17, 1994  
CENTRAL LIBRARY  
4:10 p.m.

**PRESENT:** Richard Sharland, Carol Brown, Martha Hamp,  
Marilyn Ashdown, Jeanne Berg, Tim Miller,  
Jeanne Unterkircher and Mary Hutchins, Director

**WELCOME:** Welcome to Mary Hutchins at her first official  
Board meeting.

**AGENDA:** Miller moved, Brown seconded, to approve Agenda  
as submitted. Motion carried.

**MINUTES:** Ashdown moved, seconded by Jeanne Unterkircher,  
to approve minutes of September 19, 1994, Board  
meeting as submitted. Motion carried.

**CORRESPONDENCE:** 1. Richard Sharland mentioned a letter from  
Structure Tec soliciting for a Christian break-  
fast.

**BRIEF PUBLIC  
COMMENTS:** None.

**FINANCES:** 1. Financial Statement as prepared by Rumsey &  
Watkins: In answer to a question raised about  
where to find money allotted to townships, Amy  
Harmon stated it was listed in the Capital  
Outlay report. Amy will supply an updated  
report. Miller moved, Berg seconded,  
to accept the Financial Statement as  
submitted. Motion carried.

2. Approval of bills: After discussion, Miller  
moved, Brown seconded, to pay the bills as  
submitted. Motion carried.

con'd.

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3. Penal fines chart: It was noted that to date we are \$10,000 under what was budgeted. Director Hutchins stated that she planned to meet with District Court Judge Coyle in the morning. She has visited with Senator Hoffman's aide to point out the repercussions in the shortfall in Michigan revenues. She is working with the legislature to be sure there is uniform collection of penal fines. The MLA is working with the Courts Administrator.

**PENDING**  
**BUSINESS:**

1. KCC Contract signing: The contract was sent to attorney VanDoren and to KCC's attorney for review. A few items were changed. The contract was signed by President Sharland.
2. Update on automation costs: (Bruce Guy)  
DataServ is here to have the building wired. Each of the three larger branches will have a computer. One of our holdups is with GTE getting actual phone lines in. We still have a couple of InterNet lines to install. Bruce is checking all charges.
3. Bar coding report: Director Hutchins reported for Christie Kessler that a conversion committee is being set up, representing central library and the branches. We need a consensus. The Board will be appraised and we will need permission to close down for a week, probably in December.
4. Director's report:
  - a. Thank you to Richard Sharland for the picnic site and the Board's participation. We are off to a nice start. Please let her know the Board's expectations. She has followed through on items from the September Board meeting:
    - 1. Ordered a new Michigan Foundations Directory.
    - 2. Met with David Rumsey concerning BDLHEA request's to have hourly accumulations show on check stubs. This will begin in January.

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- 3. Looked into proof of insurance for Bracy & Jahr & for Skinner Heating. Expecting both to be sent for filing.
- 4. Branches book order problems will be worked out and we will see good performance on book orders.
- 5. Passed out information on a program for library trustees presented by the Library of MI re changing library laws to be held on December 7 at central library from 4-8 p.m.
- 6. Talked with Mr. Sobeske at Century Bank & Trust. They will hold the loan at the same interest rate, but are open to negotiate if necessary.
- 7. Arranged to have a weekly newspaper column in the Reporter and hopes for feedback from the public.
- 8. Will tour the building with Mr. Sharland and Dick Smolinski for pinpointing needed repair work.
- 9. Invited all county librarians to a get acquainted session on Nov. 3rd to find ways to interact.
- 10. Explained setback in Library Privacy Act due to MLA withdrawing because of riders attached.
- 11. Discussed expiration of terms of Miller and Brown on the Board. Will check into procedures.
- 12. Recommended a personnel subcommittee get together re budget to be finalized in Dec.
- 13. Will ask about clarifications re donations to the Bronson Library Endowment Fund and the expense of a push button phone.
- 14. Discussed staffing level, librarians' duties and the book budget. We need to find more revenues.

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-15. Noted Gwen Dove's 30 years of service.

5. Reports from central & branch liaisons:
  - a. Coldwater: Will meet October 25.
  - b. Bronson: Painting probably in the Spring. Jeanne Unterkircher will contact Connie Karney from Quincy about painting costs.
  - c. Quincy: Quincy Township Board has funded exterior trim. Carol Brown mentioned the beautiful new oak entry doors.
  - d. Union City: Director Hutchins has talked with Linda VanWormer about replacing shelves before paneling is done.
  - e. Sherwood: Director Hutchins attended the Township Board meeting for introductions.

**NEW BUSINESS:**

1. Holiday schedule for 1995: Director Hutchins prepared a proposed 1995 schedule. After discussion, Miller moved to adopt the propose calendar for 1995 with the addition of being closed Monday, July 3. Seconded by Ashdown. Motion carried.
2. Policy proposals:
  - a. Print-out charges: After discussion, Miller moved to approve Print-out Charges Policy, seconded by Brown. Motion carried.
  - b. Donation of materials: Brown moved that we adopt the Donation on of Materials Policy, seconded by Hamp. Motion carried.
  - c. Addition to circulation policy: Director Hutchins raised this issue because of negative public relations. She called resort areas for feedback. Brown moved that we approve the Addition to Circulation Policy regarding temporary residents, seconded by Miller. Motion carried.
3. Snow plowing bids: Bids were received from Stout Excavating and Thompson Asphalt. Miller moved, seconded by Berg, that we go with the bid that the courthouse went with, assuming it is one of the two bids we have. Director Hutchins will check out the bid.

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4. Determination of millage level to request: Director Hutchins reported that she called Ruth Dukelow, Library of Michigan, who said that since BDLS waived having a hearing last year, the only way we can raise the millage level is to go to the voters again. Director Hutchins will seek legal counsel from Attorney VanDoren, since the state can only give advice. The Board authorized Director Hutchins to also seek counsel regarding the Single Business Tax which the library is not receiving.
5. Strategic Planning Subcommittee: The first step will be to appoint a facilitator and find a location to meet. Questionnaires will be sent out. Sharland appointed Miller to the committee with Berg volunteering. Director Hutchins will participate also. Discussion followed concerning finding resource people.

**INFORMATIONAL  
ITEMS:**

None.

**EXTENDED PUBLIC  
COMMENTS:**

Miller stated that it is important to have a policy re public comments than no one has the chance to monopolize time.

**ADJOURNMENT:**

6:10 P. M.

**Submitted by:**

*Jean K Swain*  
Jean Swain  
Recording Secretary

**Approved by:**

*Carol Brown*  
Carol Brown  
BDLS 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.

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