

10 E. Chicago St.  
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM

BOARD MINUTES  
OCTOBER 20, 1997

CENTRAL LIBRARY MEETING ROOM  
5:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Jeanne Berg. (Excused.)

ALSO PRESENT

Jane Baldwin from Quincy Board, Carole Maddox, BDLHEA rep., and  
Bruce Guy.

APPROVE AGENDA

Brown moved, Unterkircher seconded, to approve the Agenda with  
addition to Pending Business, #8 Personnel Comm. meeting report.  
Carried.

TRUTH IN TAXATION HEARING

Opened meeting at 5:03 p.m. to receive any public comments. No  
comments and Hearing was closed at 5:05 p.m.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Ashdown moved, Smitley seconded, to accept minutes of Sept. 15,  
1997, with correction under Quincy liaison report with the word  
"where" changed to "when". Carried.

CORRESPONDENCE

1. Received rebate of \$1812.85 from the MI Counties Workers' Compensation Fund.
2. Baby Bells' lawsuit against universal service telecommunications fund may quell discounts designed for libraries & schools.
3. Legislative alert - HB 4474 a trucking regulation bill to designate fine monies for public library support has been on the House floor. Call State Rep. Nye to urge his support. -con'd.

**DRAFT**

4. Rumsey & Watkins, PC will keep us in compliance with the new Federal New Hire Reporting law.
5. Notification from City Clerk that the City Council approved tax abatements for Quality Springs/Togo and Sisunder Internat'l., and will consider an abatement application from Sintered Metal Products.

#### FINANCES

1. Brown moved, Unterkircher seconded, to approve bills as presented. Carried.
2. Swanson moved, Brown seconded, to accept the Financial Statement. Carried.
3. Penal fine chart discussed.
4. No monthly statement on the Internet account.
5. No monthly report on the Capital Outlay.

#### PENDING BUSINESS

1. Building repairs report: Saur has not been at the library, but has gotten the first advance on fall work.
2. Internet collaboration with BPU: Sharland, Swanson, Guy and Hutchins met several times with BPU's Lindy Cox and BISD Robert Redmond to discuss a "partnership" Internet Service Agreement with BPU who would assume Internet billing, technical backup and a help desk. Through BPU, current rates plus expanded services will be maintained for a minimum of three years to any of our present patrons. It was stated by Cox that the backbone network inclusive of dial-in access, does not depend on the Nov. 4 vote BPU seeks for broad-band service and expanded cable access. Much discussion followed including major concerns of the grandfather clause of present patrons, penalization for T-1 circuits and service to the library itself. Swanson moved, Brown seconded, that we agree in principle with this Agreement, but final decision cannot be made until question of the T-1 circuits is resolved. Carried. The question to go public with this is open since this is a public meeting today.
3. Loan for Havel Bros. project: After discussion regarding loan for Havel Bros. heating/air project, Brown moved, Ashdown seconded, to take bid from Southern Michigan National Bank. Carried. Note that Swanson abstained since he sits on the Board of the Century Bank.

4. Director Hutchins' evaluation: Hutchins is thoroughly and highly supported by this Board for all her good work, dedication to the BDLS and all its staff, her networking and wonderful enthusiasm. With affection, she is a keeper.

5. BDLHEA Report: Maddox reported their basic work at this point was comparing the Personnel Manual with the Contract for agreement. Sharland will read over their findings.

6. Liaison reports:

a. Coldwater: Ashdown reported: - Old Daily Reporters are being sold. - CPL will get three chairs from a set of Heritage Room chairs which were stored in the courthouse basement and have them refinished if needed. - The oldest copy of the Daily Reporter will be donated for the Tibbits Auction on November 1. - Set January 18 as Open House date to show new items in the Heritage Room. - Will get glass for the refinished leatherette topped table.

b. Bronson: Unterkircher reported: - Had four children at their Story Hour. More day-care children could participate if there were transportation. Looking into Bata bus was suggested. - Carpet got cleaned. - Senior students required to do community service and some are doing library work. - Memorial money bought a new globe.

c. Quincy: Brown reported: - A floor space planner will be contacted. This will help with the new shelving plan and lift situation. - Jane talked with Renee regarding Branch Manager position there not being filled.

d. Union: Smitley reported: - Drop box may be back in front shortly. - VanWormer reported 10 children were at Story Hour.

e. Sherwood: Hutchins reported: - Co-op story boxes have been ordered for Story Hour.

f. Algansee: Hutchins reported the library is opened as long as the store is open.

7. Director's Report:

a. Children's Services Comm. will meet next in Bronson on Friday, Nov. 14 from 4-5 p.m.

b. Grateful for the Ashdown collection of children's picture books provided by grant from Marilyn & Harold Ashdown in honor of their granddaughter, MacKenzie Renshaw.

c. Time article on recent research & info on development of the brain in children, has been sent to all children's departments, noting importance of getting children into pre-school.

*7c: to have corrected wording*

-con'd.

d. Clock in meeting room is gone due to a power outage. East & West entrance sensor lights are not working. False alarms on fire alarms are going on and security people can't figure out the problems as yet.

e. Dick Smolinski is patching & tarring driveway.

f. Hutchins expressed thanks for lovely flower arrangement from the staff for Bosses' Day. Also, 151 dollar bills came from Cobra Compliance in honor of their bosses, Pieter and Gail Doerr. This is a welcome addition to the book budget.

g. White Pigeon Library passed a one mill millage in August election.

h. Heritage Room has a Green Thumb employee 24 hours a week paid by the federal program.

i. Donna Baker donated two steno chairs to the Heritage Room.

j. Boiler has been delivered & will be installed by mid-December along with the lighting.

k. Cancer kiosk from the U Of M is setup in front of the reference desk.

l. Governing Boards have been asked to authorize keys between the automated branches for subs to come in when needed.

m. May do a questionnaire for Nat'l. Library Week in April. BDLHEA will work with us on that.

n. Note the new printer in the cataloging dep't.

o. New volunteer, Marianne Fortin, an experienced computer data analyst, will help Christie in Tech. Processing one morning a week.

p. Cindy Sebald, Friends Of The Library Board, will talk with Bill Stewart on the gardening project.

q. General staff meeting on Nov. 3 to go over new evaluation forms, work orders and upgrading of position descriptions.

8. Personnel Comm. report: Considering Hutchins' and the Personnel Comm.'s recommendations, Brown moved, Smitley seconded, to keep Linda Grill in the position another year with compensation for extra duty for this year and next and also to continue Sandy Cunningham in her position along with the extra \$1.00 per hour she receives for that work. Carried.

#### NEW BUSINESS

1. First draft of 1998 Budget: First draft of 1998 Budget presented with elaboration by Hutchins.

2. Revisions for 1997 Budget: Revisions for 1997 Budget presented in order to balance the budget. Some corrections need to be made. Tabled until Nov.

3. Snow removal contract: Swanson moved, Brown seconded, to approve the snow removal contract with courthouse/Gordon Mosher. Carried.

-con'd.

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4. Jeanne Unterkircher's term will expire in December, 1997, & she will not continue but will help find a replacement.

5. Brown moved, Ashdown seconded, to adopt the Policy on circulation of audiotapes to branch libraries. Carried.

INFORMATIONAL ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

More info from Carole Maddox from Bronson: No water in the library due to leaky pipes which had to be shut off. In appreciation of Unterkircher selling his home, a man gave her a bonus of \$250.00 which she suggested giving to the library. Then her boss matched that bonus with another \$250. Brown stated, "Nice job, Jeanne, thanks!"

ADJOURNMENT

Meeting was adjourned at 7:17 p.m.

Submitted by:

Mary Hertelius 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.

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CERTIFICATE OF COMPLIANCE WITH SECTION 31 OF ARTICLE 9

OF THE STATE CONSTITUTION OF 1963

The filing of this certificate is mandatory as prescribed by section 211.34d, M.C.L. The penalty for failure to complete and file this certificate is prescribed by section 211.119, M.C.L.

State of Michigan )  
County of BRANCH ) S.S.

As the duly authorized representative of the Branch District Library System

unit of local government, we hereby certify that the attached requested tax levy rates have been reduced, if necessary, in compliance with Section 31 of Article 9 of the State of Constitution of 1963 as required by Section 211.34d of the Michigan Compiled Laws, and that the requested tax levy rates have also been reduced, if necessary, in compliance with Sections 211.34 and 211.24e of the Michigan Compiled Laws.

Carol D. Brown

(Clerk or Secretary) Carol D. Brown

Richard L. Sharland

(Chairperson, President or Supervisor)  
Richard Sharland

Dated this 20th day of October, 1997.