

DRAFT

10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES

January 18, 1999

Central Library Meeting Room
5:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Jeanne Berg, Vera Hurd, Richard Sharland, President; and Director Mary J. Hutchins.

ABSENT FOR ROLL CALL

Carol Brown (excused), Rosemary Smitley (excused), John Swanson (arrived 5:05 p.m.)

ALSO PRESENT

Sandy Cunningham, BDHLEA Representative; Bruce Guy, Automation Librarian; Christie Kessler, Technical Services/Children's Services Librarian; Representative Stephen Vear, Pattie Walter, Union City; Connie Karney, Quincy Public Library Advisory Board.
Attending later Lindy Cox & Dwight Woodman, Coldwater Board of Public Utilities; Mark Morrow, President of Breton Group.

APPROVAL OF AGENDA

President Sharland stated that we have scheduled Mr. Vear to speak before the Board at 5:00 p.m., 5:45 we have Lindy Cox from Coldwater Board of Public Utilities and 6:00 p.m. we have the Breton Group coming to talk to the Board. If there are no other changes to the agenda, I entertain a motion to approve the Agenda with the amendments. Ashdown moved, seconded by Berg to approve the Agenda as amended. Motion carried.

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Representative Stephen Vear

The new 58th district representative for Michigan House was introduced. Rep. Vear wants to reduce Single Business Tax, increase speed limit in Northern Michigan to 65 mph, and deduct health care insurance from state income tax.

The Board expressed its concern for State aid to libraries which is at its maximum allowable rate of 50 cents per capita. With costs rising, an increase will be needed. Rep. Vear says he would favor indexing state aid to increases in cost of living.

Rep. Vear was also informed of the problems with penal fines. In Branch County our penal fines are largely dependent upon the I-69 weigh station staying open. Problems with parallel ordinances were mentioned. Rep. Vear pledged to listen to the concerns of the library community and thanked the Board for inviting him to come.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Swanson moved to table minutes of December 21, 1998 until February 15, 1999 meeting for specific correspondence - Public Hearing on 1999 Budget.

CORRESPONDENCE

No correspondence this month.

FINANCES

1. Approval of Bills: Swanson moved for approval of the bills. Hurd seconded.
Motion carried.
2. Financial Statement: Audit has begun - no report available.
3. Penal Fine Chart: Discussed.
4. Internet account report: Reviewed

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PENDING BUSINESS

1. BDLHEA Report: Sandy Cunningham, no report this month.

Presentation from Lindy Cox
Coldwater Board of Public Utilities

Lindy Cox of the CBPU informed the Board that due to drastically increased use of the Internet and higher costs of Internet-related equipment, the CBPU would need to raise rates to \$14.95 per month. The CBPU had intended when it took over Internet from the library a year ago to hold the rate at \$96 per year through 1999 for transferred library Internet customers. It is impossible to maintain the quality of service without more revenue. All Internet service providers are finding that they need to increase the number of modems per user to accommodate the increased time spent online.

Dwight Woodman, head of CBPU explained that they cannot subsidize the Internet service with tax money. Therefore they will take the increase proposal to the CBPU Board and City Council. If enacted, Lindy Cox will work with the media to get out the message that the rate increase was crucial to provide the service demanded.

Mark Morrow President of Breton Group
Grand Rapids

There are unique opportunities and challenges for libraries in Michigan. Breton Group, can be of assistance, as noted in a packet distributed; services and library clients are listed. Breton Group assists in planning, capital and millage campaigns. All over Michigan there is a pent-up demand for capital campaigns for library facilities. In an anti-tax environment, funding of projects is difficult. Community awareness is important; feasibility studies show wide support for libraries.

Ownership of library, by community is aided by community involvement in a feasibility study. There are 17 steps Breton Group recommends for getting community interested.

Space needs are the first step. Consultants can advise library boards on plans which can lead to estimate of costs and how to raise funds. Breton Group does feasibility studies asking community members how they feel about library board's preliminary plans. Breton Group can help with capital campaigns, possible bond votes and finishing a project. Boards can decide to select certain ones of the 17 steps if they wish.

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Updating Strategic Plan with focus groups in Coldwater and branches is a possible first step. We need to identify board members and community leaders to meet with Breton Group. Breton Group advises and trains boards and community groups. Breton Group could conduct a feasibility study for Board, and assist in early meetings.

Possible cooperation with Tibbits and Wing House for capital needs for maintenance had been discussed a year ago. An endowment for maintenance might be a possible way to go, possibility following with a development program for fund-raising. Starting with a focus group on Strategic Plan update may be the way to start. Verify needs and priority of needs with community. This could lead to a campaign. Mark Morrow will come and provide a step-by-step plan, with fees. Board can discuss the proposal. Breton Group can come back again. Board will look forward to further discussion with Breton Group

Christie Kessler on status of cataloging and automation

Presented a handout showing the technical processes and automation projects of the last few years since 1982.

There was no progress on technical processing 1982-1993 because there was no technical services librarian, very little weeding or collection building done at that time either. Since then, we've made significant progress getting our collections into computer and correcting mistakes. The Gaylord Galaxy system was implemented in January 1995 and we hope to have all the Central collections on by the end of the year. All that remains is Heritage Room and Reference material.

The branches still have a lot of work to do to get their collections on computer. Hutchins will be sending a memo to automated branches tomorrow requesting them to place priority on this before Summer Reading Program starts. We're putting book record on here; branches add their own information to the record we created here.

Our shared database is a great resource from Branch County, a more usable library.

We have been doing catch-up and have greatly increased our data base. Someday it will level off, limited by budget to buy new books. Our book collection has been greatly improved.

Tribute to Sandy Cunningham. This progress would not have been possible without her. Also Stephanie Davis and Kim Guy and other staff have helped speed up the process.

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Hutchins praised the team for all the work accomplished on the database in the 4½ years she has been here. It has been a remarkable feat and we are honored that Monroe points to Branch District's entries into the database as a model to follow, thanks to Christie's leadership.

PENDING BUSINESS con't

2. **Liaison Reports:**

a. **Coldwater:** Ashdown reported that Mary shared with the Board that she found the history of Coldwater Library in one of the boxes and it was written by Margaret Norton and she used to be the Librarian at Bronson High School in 1968. Mary is going to check with Margaret to see if we can use it here in the library and update if possible. There are almost no volunteers in the Heritage Room and another person has retired and so they are looking for people. If you know of anybody that could volunteer time in the Heritage please contact Mary. Copy machine has been serviced and ready for tax season. The board is still weeding through the acid-free boxes. Job is almost done.

b. **Bronson:** Hurd reported Carole said they now have volunteers to deliver books to customers. They have established the date of February 10th to meet with Carol Brown who is going to help inform the Friends of the Library regarding establishing a foundation. The first reading day they had one child present the weather was terrible. Two articles in the paper.

c. **Quincy:** Karney reported reading program was canceled because of the weather. Things are going very well, still working on shelving.

d. **Union Twp:** Pattie Walter reported in the absence of Rosemary Smitley, went in on Saturday and looked around. It was very busy, well kept and clean. Replacement of FAX machine noted. Bruce is still working on the work stations.

e. **Sherwood:** Hutchins reported still working on the dampness problem and she had indicated the township talked about doing something. Carolyn would like to have it finished so she can start Story Hour next month, but it is very cold and damp.

d. **Algansee:** Hutchins reported library is now closed. However before closing Lisa sent a lot of books in for Christie and Sandy to work on, so that books will be updated while they are closed.

3. **Director's Report:**

- ☞ We definitely need 3 people counters. One at Quincy, Bronson and Central. \$240 each.
- ☞ Stains on the ceiling are new. Building Committee will be checking on status of roof.
- ☞ Snow plowing is straightened out with courthouse people.
- ☞ Havel Bros. is going to have to return and open up the ducts in the three offices on 3rd floor.

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- ☞ Four people registered for the Rural Libraries Conference in April. The four people attending are
- ☞ re from the branches: Stephanie Davis, Pat Kaniewski, Kathleen Veysey and Carolyn Robbins. Sharland and Hutchins will be attending also as panel presenters invited by Library of Michigan.
- ☞ The library has hired a temporary person at the Circ Desk. Branch people are coming in to help out at Circulation. Lynnell Eash will be starting February 1st.
- ☞ Retirement of Jeanne Moeller from the Heritage Room. Sonja Harris our Green Thumb person is ill and the Cook's are on vacation.
- ☞ Tax forms have started coming in.
- ☞ Telephone skills are things we are emphasizing. At our Staff Meeting February 1st we will have a video on problem patrons. Board is welcome to attend.
- ☞ Access Magazine had an article on trustee orientation.
- ☞ Extra handout materials - Excerpts from Library Hotline: "Review for the board of the challenges and things that have happened as a review in 1998." Today's Daily Reporter had an editorial column: "librarian doesn't have to be the Internet police."
- ☞ Due to personnel disruptions Hutchins is behind on a number of things that are important: disaster policy, Michigan documents, investment policy.
- ☞ Mr. Koster will be here this Thursday, January 21st to meet with the Building Committee. Will set-up another time for the Building Committee to meet also at that time.

NEW BUSINESS

1. Representative Stephen Vear (earlier presentation)
2. Presentation by Breton Group (earlier presentation)
3. Internet Presentation by Lindy Cox (earlier presentation)
4. Election of Officers: Meeting turned over to Director Hutchins.
 - A. Richard Sharland for President.
 - B. Jeanne Berg for Vice President.
 - C. Carol Brown for Secretary.

Swanson moved to accept and maintain present board, seconded by Ashdown. Motion carried.

President Sharland assumed as chairman of meeting.

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5. Approval of Committees continued from 1998 for 1999:
 - A. Personnel Committee: Brown, Berg, Sharland
 - B. Children's Services Committee: Ashdown, Smitley, Sharland
 - C. Building Committee: Hurd, Swanson, Sharland
 - D. Technology Committee: Swanson, Sharland
6. Emergency Closing Policy: Proposed Policy on emergency closing of library. Local radio stations will be covered for all areas in the case of emergency. Swanson moved to adopt the emergency closing policy seconded by Berg. Motion carried.

INFORMATION ITEMS

Noted.

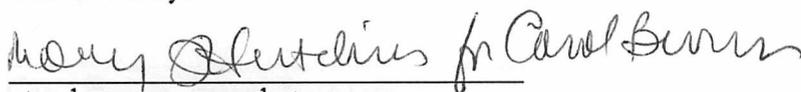
EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Adjournment at 7:55 P.M.

Submitted by:



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 and services should contact the Branch District Library System, 10 E. Chicago St., Coldwater, MI 49036. (517) 278-2341 FAX (517) 279-7134