

DRAFT

10 E. Chicago St
Coldwater, MI 49036

BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
April 19, 1999

Central Library Meeting Room
5:00 P.M.

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Richard Sharland, President; Rosemary Smitley, John Swanson and Director Mary J. Hutchins

ABSENT FOR ROLL CALL

Vera Hurd (excused), Jeanne Berg (arrived 5:10 P.M.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board

APPROVAL OF AGENDA

Brown moved, seconded by Smitley, to approve the Agenda with two (2) additions to New Business #3 Draft of Glenn & Ellen Shoun's Resolution; #4 Draft letter to Representative Steve Vear. Motion carried.

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BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Smiley, to approve the Minutes of March 15, 1999. Motion carried.

CORRESPONDENCE

- Correspondence from Bureau of Employment Relations. Decertification of Branch District Library Hourly Employees Association (BDLHEA.)
- Consulting Proposal from George T. Lawson, Library Building Consultant.

FINANCES

1. Approval of Bills: Brown moved for approval of the bills. Berg seconded. Motion carried.
2. Financial Statement: Berg moved to place on file the financial statement, Brown seconded. Motion carried.
3. Penal Fine Chart: Discussed.

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PENDING BUSINESS

1. BDLHEA Report: Since being decertified BDLHEA will no longer appear on the Agenda. However, consideration is under way to appoint five (5) people from different areas in the library for their input concerns of staff. "Staff Council" will rotate one (1) year.
2. Reports from Central & Branch Liaisons:
 - a. Coldwater: Hutchins reported that Christie Kessler, Technical Services/Children's Services Librarian reported to the Coldwater Public Library Board on status of cataloging, automation and weeding in the Heritage Room.
 - b. Bronson: A gentleman passed away and left \$900.00 to the Library. New electrical outlet installed, People Counter has been installed, copy machine repaired. A copy of all books except reference have been sent to Central in the bar coding project. No word on the Libri Grant.
 - c. Quincy: Brown reported she had talked to Bobbie Brickey. Drop Box is at the library but not installed. It will be in time for the dedication, in May since the Popcorn Sale Kids would like to be there. They donated part of the money for the Drop Box. Rotary will also be invited. Estimate for the lift is \$13,000 from Century Elevator Company. Ramp and bathroom cost have been estimated by George Hawver Construction. Kathy will apply for the Libri Grant. Township has chosen Frank Johnson from Allen to do the installing of the new electric wiring (\$5,050)at township expense. Mr. Koster gave two (2) estimates for shelving wood/metal and wood. The shelving will be purchased from the Capital Outlay Fund. That fund will also be used for the \$1,500 to up grade their computers.
 - d. Union Twp: Smitley spoke with Linda and Pat. They are looking forward to the new desks. Linda was moving shelves today. The Lions Club is investigating the purchase of large print books to place in the library. The biggest need at the library is children's books. Concern is the library is used only by kids under 9 years of age and teens. Ten years of age and above not using the library as much.
 - e. Sherwood: Bruce & Kim Guy, Mary Hutchins, Carolyn Robbins and Richard Sharland attended the Sherwood Township Meeting. Sherwood Township has purchased land for the new township building but has not included the library. Township gave permission to add outlets for computers and dehumidifier.
 - f. Algansee: Hutchins reported that Algansee is open. Cover story in the Daily Reporter. Business slow, getting ready for Summer Reading Program. Joy Wood will be trained as a substitute.

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Pending Business continued:

3. Director's Report:
- Today was the volunteer luncheon and retirement party for Glenn & Ellen Shoun. Swanson attended.
 - Two (2) new People Counters here at Central. Quincy is in up and running. Working on Bronson's People Counter.
 - Purchased lockers for all employees here at Central. Purchased chairs suitable for employees.
 - Alltronics came to investigate false alarms.
 - Otis Elevator people were here to inspect the dumbwaiter. A cable has to be replaced.
 - Bid on painting of bathrooms.
 - Memorial weekend annual carpet cleaning. The company will come in the weekend before and will buff all hard surface floors.
 - New faucets in all bathrooms.
 - Linda Grill attended a workshop at the Library of Michigan on March 23rd "Net Assets." Linda will be working with Lisa and Carolyn who have not had any computer experience at all.
 - Hutchins will be on vacation May 7th to May 13th.
 - Second time we had a bird in the Heritage Room. Getting in from the front porch, probably.
 - Tour of Branches on June 22nd will start at Union and end in Algoma.
 - Copiers are worked hard during tax time. We need a copier in the main lobby. Think about this as a possible future capital expense.
 - Staff Meeting May 3rd will discuss the news of wages and salaries.
 - Some Library Staff asked to meet with the Board before the general meeting on May 17th between 4 p.m- 5p.m. We will serve punch and cookies and call it "Staff Appreciation Day."
 - Slight change in Summer schedule. Begin summer schedule the week of June 8th and start the fall schedule week of August 23rd to accommodate schools' schedules.
 - Monday, April 26th six (6) people from the Branch District Library will be heading to the Grand Traverse Resort: Stephanie Davis, Pat Kaniewski, Carolyn Robbins, Kathleen Veysey are registered for the Rural Libraries Conference. Richard Sharland and Mary Hutchins will be doing a District Library presentation for the Library of Michigan on Tuesday, April 27th.
 - Christie took 1,000 flyers and handouts on the Summer Reading Program to the Coldwater schools this week. Branches do their own publicity. Children's Service Committee will be meeting next week.

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Pending Business Continued:

- ⌚ National Library Week went very well. The Appraiser Ray Walsh had such an overwhelming turnout the Friends of the Library had to turn people away. The Friends will schedule to have him back.
 - ⌚ The Portage District Library called doing a survey of Class 5 and 6 libraries on impact on library periodical budgets since having the new statewide database and other computer database and Internet resources accessible. We informed them we have dropped some of the periodicals that people were not using and picked up some that people wanted. It was basically the same answers given by most of the respondents.
 - ⌚ Rumsey informed us if we receive a gift of stock the Board does not have to place it in the endowment fund. It could be kept as a stock.
 - ⌚ Annual Report - discussed.
 - ⌚ Michigan Documents made the front page of the Daily Reporter.
 - ⌚ Swanson reported on the meeting with Duke Anderson, County Administrator and Lewis Uhrig, County Commissioner, concerning the problem of parking.
 - ⌚ Bruce is in the process of doing a follow-up of the LSTA Grant by April 30th. Bruce is asking that the Board give authorization for Richard Sharland to sign a LSTA Grant Application on the technology area to upgrade software and to make our system more inclusive. Berg moved to give authorization to Sharland to sign the LSTA Grant Application, seconded by Brown. Motion carried.
 - ⌚ Hutchins passed out a copy of Mart Norton's History of the Coldwater Public Library.
 - ⌚ We have hired two (2) new people: Ben Sherfield for Delivery Person, and Linda Tuck for ten (10) hours a week at the Circulation Desk to allow Mary Burdick to assume Ellen Shoun's hours on the reference desk.
 - ⌚ Handout from the Breton Group.
4. 1999 Wages & Salaries: Berg moved to adopt proposed pay scale retroactive to January 1st. It will be received in Friday, April 30th pay check, Brown seconded. Motion carried.
5. Other former contract issues: Brown moved to adopt the seven (7) proposed changes to current practice affecting hourly staff, seconded by Ashdown. Motion carried.
6. Review of Strategic Plan: Issues discussed by the Board will be continued.

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NEW BUSINESS

1. Future of Card Catalog: It is not currently up to date. Perhaps we could stage an auction at the end of year at the turn of the new century.
2. Draft of Glenn & Ellen Resolution: Swanson moved to have Sharland sign the resolution, Smitley seconded. Motion carried. 6 yeas 0 nays 1 absent.
3. Draft letter to Representative Steve Vear: Swanson moved to have Sharland sign the draft letter to Representative Vear, seconded by Brown. Motion carried.

INFORMATION ITEMS

Noted.

EXTENDED PUBLIC COMMENTS

Jane Baldwin, Quincy Library Board wanted to say that Kathy Veysey at Quincy is doing a wonderful job. Kathy is well acquainted with the school, and took bookmarks over for every student. She has had groups in the library "Partners In Print." Some parents didn't even know about the library. This is wonderful publicity.

ADJOURNMENT

Adjournment at 7:10 P.M.

Submitted by:

Carol Brown

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