

10 E. Chicago Street - Coldwater, MI 49036
BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
February 17, 2003
6:00 P.M.

DRAFT

PRESENT FOR ROLL CALL

Carol Brown, Dorothy Cherry, President; Jack Gay, Gayle Clover.

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused); Adam Hollingsworth (arrived 6:02); Lynda Chan.

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Sandy Cunningham, Lynnell Eash, Rhonda Galvin, Frank Hemphill, Library Director; Walt Lane, CPL Board Representative; Carole Maddox & Barb Riegel, David Rumsey, from Rumsey & Watkins.

APPROVAL OF AGENDA

Brown moved, seconded by Glover to approve the Agenda of February 17, 2003 with two additions: Finances - Report on CD coming up for renewal February 28, 2003, and Rumsey & Watkins PC Presentation after approval of the Minutes. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Gay to approve the minutes of January 20, 2003. Motion carried.

David Rumsey
Rumsey & Watkins PC

Mr. Rumsey reviewed the 2002 audit with the Board.

Also stated that Cash Receipts Deposit in transit for the end of December and a couple of other months, took 10 to 15 days before being deposited. This is an area that the Board should look at and make sure the deposits are being made on a timely basis.

Gay moved to have the director come up with a deposit policy and present it back to the Board for final approval, seconded by Glover. Motion carried.

As to Governmental Accounting Standards, it is important that the Library develop a plan for the implementation of the new financial statement requirements (comply by December 2004.)

Brown moved, to accept the Audit as presented, seconded by Hollingsworth. Motion carried.

DRAFT

CORRESPONDENCE

1. Industrial Facilities Abatement Certificate from Quality Spring/Togo, Inc.

FINANCES

1. Approval of Bills: Brown moved to approve the bills as submitted, seconded by Gay. Motion carried.
2. Financial Statement: Refer to Rumsey presentation.
3. Penal Fine Chart: Discussed.
4. CD renewal: Brown moved, seconded by Hollingsworth to have Hemphill contact local banks and make an evaluation of the best investment for the money for the next six (6) months and make a decision. Motion carried.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

- a. Coldwater: Walt Lane reported:
 - CPL Board purchased two books. One was dedicated to Nancy Branch for her service on the Board and the other in memory of Charles (Chuck) Riegel Sr., Barb's husband.
 - Phil Anderson donated a three disk CD set "Military Records: Civil War Service Records"
 - Marvin Rosenburg donated a framed photograph of the Coldwater High School - Washington DC trip taken in May 1949.
 - James Troust - Board term ends in March - undecided.
 - Vera Zanardelli, volunteer, will be moving out of the area.
 - National Volunteer Week (April 27th - May 3rd) flowers will be purchased.
 - 84 visitors to the Heritage Room for the month of January.
 - Christmas letter received \$940.00.
- b. Bronson: Carole Maddox reported:
 - We will try a Saturday Story Hour; one of the friends volunteered to read to the kids.
 - We are going to organize a Jr. Friends of the Library.
 - In April we would like to organize a joint meeting of the all the area Friends of the Library to share ideas.
 - I will be off for four week having knee replacement surgery, Wednesday 19th.
- c. Quincy: Carol Brown reported:
 - Story hour February 7th was a winter picnic. February 14th was the Valentine Party. Fifteen children were in attendance on both dates.
 - March is reading month and Lisa will be involved at Jennings' Elementary reading stories.
 - Lisa & Renee are enjoying the capabilities of the new computer. One of the capabilities they are greatly pleased with is the collection item counts and values.
 - The new computer continues to operate at a slow speed.
 - Service master cleaned the carpets which really brightens the library.
 - Elsie Hulliberger passed away. She was a very valuable volunteer for many years.
- d. Union Twp: Frank Hemphill reported:
 - Things are going good except for the computers being slow.

- e. **Sherwood:** Rhonda Galvin reported:
- We have all our new shelving and storage cabinet in now. It looks very nice and roomy.
 - Awaiting installation of a new cabinet to replace unattractive storage shelves.
 - We just recently had a Valentine story time. We made Valentine sweetheart cards with a poem inside, a wrapped foil candy on the front and a heart lollipop in the inside. One boy, who is a real character, taped his sucker down with a LOT OF TAPE. When I asked why he did that, he said his girlfriend wasn't supposed to have sweets so he was making it harder for her to get to them.
 - I'm in the process of ordering new books. I'm trying to update my juvenile non-fiction selection.
 - And, I just ordered prizes for the Summer Reading Program. It looks like it's going to be an interesting one.
- f. **Algansee:** Lynnell Eash reported
- Algansee branch has expanded! The township negotiated an additional room with the Wood Family to house the adult collection and for workshops and story hours and a quite study area.
 - American Girls Club was held last week. Audrey Hostetler came out and showed the girls how to make baskets.
 - Made a schedule of up coming activities January - May.
 - Saturday, knitting class - Leslie Burrows our Bookkeeper will be teaching.
 - Would like to purchase a small show case. Gay moved for Algansee to purchase a small show case for a total not to exceed \$600.00, seconded by Brown. Motion carried.

2. **Building Committee:** Did not meet.

3. **Children's Committee:** Did not meet.

4. **Personnel Committee:** February 5, 2003

- No recommendation at this time.

5. **Financial Committee:** Did not meet.

6. **Technology Committee/Children's Internet Protection Act:** Did not meet.

(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)

7. **Director's Report:**

- a.
1. Action items: None.
 2. Information Only
 - Friends of BDLS donated \$1000 to the Summer Reading Program and \$400. to update travel books. The Friends are exploring putting a new library sign on the west side of the library, matching the one on the north side. They are also looking at putting Branch District Library over the doors on the west and east side of the library.
 - I submitted on February 3, 2003 for the Universal Service Fund application for July 2003 - June 2004. USF is a surcharge placed on your telephone bill. The money collected is then credited to libraries and school districts across the nation to fund telecommunication costs. BDLS is eligible for a 65% credit based on the number of participants in the schools free or reduced lunch program. This is based on estimated costs 7/1/03 - 6/30/04.

When BDLS pays an invoice to any of these companies, it usually is accompanied by a credit on the invoice. I am exploring options with CBPU to increase the response time between the Branches and Coldwater. Any changes for next year have to be submitted by 2/6 to be eligible for funding.

I've talked to TLC and the terminal server decreased the response time to the limits of the system. I'm working with CBPU to see if it is possible to go to a single internet source which would speed up response time. The response time is terrible at the branches.

In Bronson & Quincy when the local cable company was acquired by Charter, Charter also acquired BDLS' two cable connections. BDLS had received the modems and service free and continued to do so under Charter ownership. However, the free service was given without Charter's knowledge and when a problem developed at Bronson that involved the cable connection; Charter became aware of it and began charging. "Don't ask the question, if you can't live with the answer." BDLS is still receiving free cable for Quincy. It has been added to the USF for 2003 -2004.

I am eliminating the phone line in the director's office and installing a new phone line at Union Township for work terminals (2) only to see if it improves response time before exploring other options. A second option is to check out/in material in "System Down" mode and then dump data at a later date.

- Water usage increased by 20,000 gallons last month. I believe it is the result of toilets not completely shutting off after being flushed. Akers is going to replace the innards on all six toilets in the building.
- The Evaluation form for the Director is included in your packet. Last year the Board asked me to send it to them in February, 2003 to give them plenty of lead time for the June meeting. My contract date is June 18th.
- We are in the planning stages to put on a Red Cross Certified Baby Sitting class using a combination of library/friends/private funds to subsidize the \$38 per child cost of the class. We're trying to get the cost down so that each child will have to pay \$10.
- The Coast Guard Auxiliary boating class has six enrollees at \$35 each. The library gets \$5 of each fee.
- Attached is a demographic comparison of Branch County to the State. Though it might be of interest to the Board.
- The following notice was sent out to sixteen ALA accredited universities and colleges and WMU's career site. No response to date.

- b. Statistical Reports: January 2003
 - 1. Book Budget.
 - 2. Use Statistics.

NEW BUSINESS

- 1. Copy of the Director's evaluation form.

INFORMATION ITEMS

Nothing at this time.

DRAFT

EXTENDED PUBLIC COMMENTS

I would like to commend all our Circulation Staff and the Branches that came out at 8:00 on a day they normally have off. Came early to discuss our new computer program and I think it is working well and I think the more they work with it, the better they will like it. L. Birkenbeul

I check up on my people finding how they do their job. We have a Wilson Standard Catalogs I use them as a bible on how well they do their book collections. There were 30 Western Books that were listed for public libraries. We have 29 out of the 30 that Linda has selected this is the second time that has occurred with Linda. F. Hemphill.

I will take credit for the Reference selections, but other people have selected also. L. Birkenbeul

Thanks for passing it around. F. Hemphill

Any information if Sharland or Swanson will be interested in being a Consultant to the Board. Ashdown was to contact them. C. Brown

ADJOURNMENT

Brown moved to adjourn: Meeting adjourned at 7:30 p.m.

Respectfully submitted:

Marilyn Ashdown, 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, 10 East Chicago Street, Coldwater, Michigan 49036 - (517) 278-2341 or FAX (517) 279-7134