

10 E. Chicago St - Coldwater, MI 49036

**DRAFT**

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room  
October 16, 2001  
6:00 P.M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Jack Gay, Vera Hurd, Rosemary Smitley, John Swanson, President.

**ABSENT FOR ROLL CALL**

No one.

**ALSO PRESENT**

Bobbi Brickey, Quincy Library Board; Erica Ewers, Alganssee Township Supervisor; Director Frank A. Hemphill, Richard Sharland, Board Consultant; and library staff.

**APPROVAL OF AGENDA**

Ashdown moved, seconded by Brown to approve the Agenda of October 16, 2001 with one addition to New Business: # 3 Quincy Library Board request. Handout: Branch District Library Board Personnel Committee Minutes. Director's Report: two additions Friends of the Branch District Library Minutes & Branch District Library Monthly Statistics September 2001. Motion carried.

**BRIEF PUBLIC COMMENTS**

No comments at this time.

**APPROVAL OF MINUTES**

Cherry moved, seconded by Gay to approve the Minutes of September 18, 2001. Motion carried.

**CORRESPONDENCE**

- \* Metal Powder Components - Tax Abatement.
- \* Quality Spring/Togo, In - Tax Abatement.
- \* Friends of Branch District Library, April 10, 2001 minutes & proposed author for Spring.
- \* Michigan Tax Tribunal: Meadow View Senior Apartments

**FINANCES**

1. **Approval of Bills:** Cherry moved to approve the bills as submitted, seconded by Ashdown. Motion carried.
2. **Financial Statement:** Brown moved to accept the Financial Statement, seconded by Smitley. Motion carried.
3. **Penal Fine Chart:** Discussed.

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PENDING BUSINESS

1.

**Reports from Central & Branch Liaisons:**

**a. Coldwater:** John Swanson reported:

- New CPL Board member – Pat Watson, was scheduled to attend this meeting.
- All members were present.
- Finances – some question if the Board will have enough cash flow because of the reduced interest that the Board receives from the Chuck Woodward escrow account to pay for Kim's salary. The Board will be checking into this for next CPL Board Meeting.
- The Board is attempting to put together a policy for the Heritage Room. Frank gave them a policy to review that was being used at the Portage Library.
- Discussion about the Heritage Room computer – new drive and up grade the mother board.
- Exploring the idea to loan the pictures hanging in the hallway to the new city hall.
- Three new volunteers to be contacted.
- Alternating CPL Board Member to attend BDLS Board Meetings.

**b. Bronson:** Frank Hemphill reported:

- Carole took ill at work today and will not be attending the meeting. Bruce is working at the library.

Vera Hurd reported:

- Carnegie sign is in place. If in Bronson be sure to stop by. The Bronson Journal will have a picture of the sign. Done by one of our local vendors.
- Using donated monies to purchase a Microreader. The Microreader is being researched to determine our best possible price. More information will be available at the next monthly board meeting.
- Antique lights will be installed tomorrow.
- Purchasing new blinds to protect the computers from light and the person using the computers.
- Fifteen (15) attended the Friends group today. (Meets on Tuesdays.) Elected a co-chairman.
- Letter from the Bronson Twp. concerning their responsibility for grass mowing, snow removal and A/C repair. The city did cut the grass this summer, and removed snow in front of the building last year. As for A/C repair I feel it is building maintenance. I will be attending the Bronson Twp. Board meeting next time one is held, because we have other issues that need to be discussed with the board. Swanson reported from the original Bronson agreement: The Township shall continue to provide heat & light as well as exterior maintenance of the facility.

**c. Quincy:** Carol Brown reported:

- Board meeting Wednesday, October 10<sup>th</sup>.
- Phase 2 of the shelving has been decided upon.
- Plan of Service discussed. Carol will report to the committee.
- Quincy Friends of the Library meets Tuesday, October 23<sup>rd</sup> at 10:00 AM, lower level of library.
- First weekend in November is the Friends book sale.
- Meetings have been so filled with business they have not included the sweet things such as the story hours or the Summer Reading Program.

**d. Union Twp:** Pat Kaniewski reported:

- Last week the library was visited by 80 first graders; came in 2 groups of 40. Excellent behavior. Sandy read a story.
- Started Story Time last week, we had 4 children. Another Story Time tomorrow.
- Friday we will have a Craft Time for elementary students.
- In December once again Union City will have Saturday Evenings where they try to get the community involved with the town. Last year we opened for two hours on Saturday evening. One of the Saturday's we will have a puppeteer in and Rosemary's daughter will be doing a story time.

Smitley reported:

- Newspaper not good at getting timely notices in for Story Time. (Battle Creek paper, Union City paper, Schools, Pre-Schools, cable.)

e. **Sherwood:** Rhonda Galvin reported:

- October 4<sup>th</sup> Sherwood Elementary students visited the library (1-4 grade). About 40 children in each group with parents attending.
- First group read Curious George in honor of his birthday. Seventeen year old said he hadn't heard those stories in years. Told him, he still could read them what was stopping him, so he checked out two books on Curious George.
- Second group read Timothy Tunny Swallowed a Bunny by Bill Grossman, a rhyme book – like Dr Seuss, and the teachers enjoyed this as much as the kids.
- Starting a Story Hour on November 15<sup>th</sup>. No particular theme and a small craft.
- Patrons are asking a lot more questions and finding books on Interloan.
- Working on getting a Friends group going.
- Young girl would like to read to students for Story Hour.
- Things are looking up!

f. **Algansee:** Lynell Eash reported:

- Birthday parties this month for Curious George & Winnie the Pooh.
- Story hours have been different due to kids in school.
- Winnie the Pooh party, Erica's business donated a set of 18 Winnie the Pooh books. Showed them to the kids, and then each one was given in honor of the child that was at the party. And, Tech Services (Sandy C.) had the books completed in one day. So that I could announce it. Three out of 18 are left on the shelf. Kids came in to check the books to see what book was given in their honor.
- Having a Halloween party had to move it from Saturday afternoon to Friday evening (6:00 PM – October 26<sup>th</sup>.) Too much going on Saturday afternoon will lose half the kids to soccer.
- Taken one load of walnuts in. Have a half of truck load right now. Due to all the rain was unable to pick them. Maybe \$100.00 this year.

2. **Building Committee Report:** No report.

3. **Children's Committee Report:** No report.

4. **Personnel Committee Report:** Minutes from September 6<sup>th</sup>, September 13<sup>th</sup>, and October 2<sup>nd</sup>.

**Next meeting of the Personnel Committee Monday, October 22<sup>nd</sup> at 4:00 PM.**

5. **Plan of Service Report:** Meeting scheduled for October 25<sup>th</sup>, Thursday, 6:00 PM.

- Bronson Township letter regarding grass mowing, snow removal & air conditioning repair. Hurd will attend the next Bronson Twp. Board Meeting.
- Report from Carol Brown regarding Quincy's concerns: Concern will be directed to the Plan of Service Committee.
- Ralph Strong, Union Township, request payment of phone bills & would like a monthly financial report on Union Township Library. Discussed a quarterly report on Union misc. spending. Received long distant bills from Strong and will check it out with the bookkeeper. Letter to Rumsey to do a quarterly report for all the branches.

6. **Technology Committee/Children's Internet Protection Act:** No report.

- Report on CIPA & NCIPA and Universal Library Services Administration. Recommendation: Discontinue the Palisades System and Cyber patrol Software used for Internet filtering and install a free WE-BLOCKER Software. This results in a saving of \$1250.00 per year.
- Universal Service Administration Information.
- Libraries & Internet Filters Information.
- BDLIS Internet Access Policy updated September 18, 2001. Policy needs to be amended.

7. **Director's Report:** Written report:

1. Due to the Board meeting, attended only the last part of the City of Coldwater Master Plan/Vision Fair.
2. Attended the Family Network meeting.
3. Havel Brothers, Inc., report.
4. The flagpole is in the process of being renovated.
5. JL Painting – (Downing out of Quincy) quote on painting the new part of the building. Trying to complete job, hard due to the weather.
6. Information Systems Consultants – Cost Estimate.
7. Still seeking a replacement for Vera Hurd.
8. Ralph Strong , phone bill discussed earlier.
9. Chenoweth Roofing has submitted a bid of \$4,401.00 to repair the leak.

**a. Action Items:**

- Bid from 24 Hour Door Service to install four handicap door openers on the two entrances to the Clark Building at a total cost of \$6,000. **Cherry moved to table the door service until November Board meeting with other estimates, seconded by Gay. Motion carried.**
- Quote from Chenoweth Roofing to patch the southeast side of the building bid of \$4,401.00 plus any additional costs for bad decking if discovered. **Cherry moved to approve the quote of Chenoweth Roofing, Brown seconded. Motion carried.**
- The balance in Building Maintenance was \$9,001; the balance in Interior Maintenance is \$15,000 as of August 31, 2001. **Cherry moved to amend the 2001 Budget and transfer \$10,000 from Interior Maintenance to Building Maintenance, seconded by Brown. Motion carried.**

**b. Information Items:**

- Memo to staff regarding “Suggestion & Comments” box. Discussed. Each branch will receive a Suggest & Comments box.
- Summer Reading Program Report: Discussed.

**NEW BUSINESS**

1. **Projected Income, 2002 Budget:** Discussed.
2. **Proposed Patron Registration Policy for Board, Advisory Boards & Staff input:** Discussed. Final approval of Policy at next month Board meeting.
3. **Quincy Library Request:** Use part of their Capital Improvement Fund to pay for the new shelving units. **Cherry moved to approve the purchase of new shelving units from the Quincy Capital Improvement Fund, cost of shelving plus installation \$9,443.36, plus shipping cost of approximately \$500.00, seconded by Ashdown. Motion carried.**

**INFORMATIONAL ITEMS**

Hurd: “How is the cleaning service working out?”

Hemphill: “Very pleased, makes inspection each morning, bathroom and elevator are cleaned, chemical smell. Going through and replacing light bulbs. I feel the cleaning service is doing a great job. I have not asked staff at this point in time, other than is this as good as what you are use to? Are you satisfied with the cleaning that you see now? No one has said no.”

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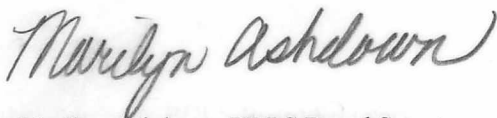
EXTENDED PUBLIC COMMENTS

Ewers: Invitation to Frank to attend the Supervisor Meeting, 3<sup>rd</sup> Monday in November, 7:30 PM, Road Commission Building. Also, when the computers were hooked up in Algansee Library we were to be billed for local calls, still have not received the phone bills.

ADJOURNMENT

Hurd moved to adjourn meeting adjourned at 8: 00 P.M.

Submitted by:



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. Individuals with disabilities requiring auxiliary aids and services should contact the Branch District Library System, 10 E. Chicago Street, Coldwater, MI 49036, (517) 278-2341 FAX (517) 279-7134. (br)