

DRAFT

10 E. Chicago St. – Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room**

**September 17, 2002
6:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Gayle Clover, Jack Gay, Adam Hollingsworth, John Swanson, President.

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin & Bobbie Brickey, Quincy Library Board; Frank Hemphill, Library Director; Richard Sharland, BDLS Board Consultant; Pat Watson, CPL Board Representative; & Library Staff.

APPROVAL OF AGENDA

Cherry moved, seconded by Brown to approve the Agenda of September 17, 2002. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Gay to approve the minutes of July 16, 2002 with one correction under Bronson Report – page 2 - \$1695.00 instead of \$695.00. Motion carried.

August 2012 mt.

CORRESPONDENCE

1. Tax Abatements.
2. Thank you note from Ruth Scheidler.
3. Rumsey & Watkins, P.C. – Bronson Endowment Fund. (Director & Clover will check into letter agreement for Bronson’s Endowment Fund.)
4. Branch County Economic Growth Alliance. (Thank you letter for Branch District Library pledge of \$500.00 toward the county’s match amount.)

FINANCES

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

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. Coldwater: Pat Watson reported:

- Colleen Knight, Exec. Director Branch County Community Foundation, addressed the CPL Board about Community Foundations.
- Jeff Budd ,City Treasurer will send in a Financial Statement from the City.
- Yearbooks have been ordered. Bronson to respond first (\$55.00.)
- CPL Board approved 2003 Meeting Dates.
- 178 Visitors to the Holbrook Room in July, 164 visitors in August.
- Crippen talk was successful – 28 people in attendance.
- CPL Board is working on their Christmas letter.
- Branch County Genealogical Society donated the 1930's Berrien and Branch County Census on micro-film.
- Dave Renshaw is compiling information on the micro-filming of the Daily Reporter.

b. Bronson: Gayle Clover reported:

- Fantastic 9/11 flag dedication program, over 130 people in attendance. Lasted about 45 minutes.
- Large donation of children books including a set of Hooked-On-Phonics and a small tape recorder.
- Tuck pointing is still tentative.
- Electric work is almost done; the dropped ceiling can be then put in place.
- Hoping to start doing more programming for adults and children. Monthly programs.
- New light bulbs purchased for the upstairs.
- Friends spoke of putting in a sprinkler system and landscaping, committees have been appointed.
- Web-site for Bronson is www.cbpu.com/bronson
- Make a Difference Day – October 26th. The Women's Club in Bronson will be selling raffle tickets & gift certificates for food.

c. Quincy: Jane Baldwin reported:

- Shelving has been ordered for the Genealogy Room
- Pre-school Story Hour has started and last week the library had 18 children (3 year olds.)
- Lisa has been invited to talk at the Quincy Middle School next week to about 400 children about signing up for a library card. National Library Card signing week.
- Friends of the Library have ordered and will be selling Book Bags. Their meeting time has changed to 4:00 p.m. to be effective in October.
- 9/11 the library gave out patriotic pencils and bookmarks.
- Sprinkler System has been installed.
- Hemphill reported that Quincy's Capital Project has \$8,833.00 as of July 31st.

d. Union Twp: Pat Kaniewski reported:

- Sixty-Five (65) were in attendance at the Bat Conservation Program on July 26th.
- For the past three weeks the library has had the 3rd grade class in for a story and visit. Seventeen (17) children and two adults. Also two 1st grade classes were in once. The school library was not ready for them.
- Tomorrow evening, September 18th, a Boat Safety Class is scheduled.
- October begins a Chess Club for 12 year olds and older.
- The library is also planning a Pumpkin Decorating class for the younger children.

Union Twp suggestions for Capital Fund Expenditures:

- 1) Fax/copier/scanner – in place.
- 2) TV/VCR/DVD Combo with stand/ceiling or wall mount – use for public programming use (\$1500.) Jacob delivered to Union library today Central's unit. Unit is too big for the library.
- 3) Battery operated weather radio (\$150.)
- 4) Book Return (front & back door) (\$3500.) - on order.
- 5) Upright book caddy w/wheels.
- 6) Four (4) traffic exterior street signs (\$100.)
- 7) Building exterior sign/awning with township/library. More info is needed.
- 8) Front door sign – open/closed w/hours (\$30.)
- 9) Handicap door knobs (weekly request by patron.)
- 10) More wall and floor space!

Gay moved, seconded by Cherry to approve Capital Fund Expenditures for item numbers 2, 3, 5, 6, 8, & 9. Motion carried.

Cherry moved to amend the motion setting a dollar amount on items #2, 3, up to \$2,000 out of Capital Fund Expenditures. Motion carried.

e. Sherwood: Rhonda Galvin reported:

- The library has slowed down some with school starting up.
- Received a few new cardholders, and if everyone showed up at the same time I'd really be crowded.
- Thursday, September 26th SpongeBob SquarePants Story Time and games and snacks will be served.
- Getting in new shelving. Happy about that! It will display the books very nice.
- Plans on getting a new mat for the front door and other little improvements.
- Sherwood still hanging in there!

f. Algansee: Lynnell Eash reported:

- Cherry mentioned: Suggestion Box Comments Card by Katrina: Phone number of library in the phone book.
- Sailormoon books \$3.99. Series of paper books for children. Japanese cartoon - TV show also. Gay and Cherry will purchase a book.
- American Girl Meeting tonight, doubled. Next month Samantha – Victorian era. Saturday after the meeting we have a tour set-up for the Wing House.
- Another Story Hour session starting right now.
- Genealogy Workshop last Friday night, Bruce came out and brought along his lap top and showed how to research it on the Internet.
- A couple different workshops lined up some I'm still waiting for information.
- No news on the Walnuts!

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

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

4. **Personnel Committee:** August 26th AFLAC
Gay made a recommendation to the Board to allow Judy Graves to make an AFLAC presentation to the employees. For full and part-time employees to purchase insurance at their own expense, seconded by Brown. Motion carried.

5. **Plan of Service Committee:** Did not meet.

6. **Technology Committee / Children's Internet Protection Act:** Did not meet.
Continuing to monitor Internet filters to comply with the Children's Internet Protection Act.

7. **Financial Committee:** September 3rd
- a) Cherry reported: Minutes of the Financial Committee reviewed the Blue Cross/Blue Shield Medical Insurance for full-time staff. It is the recommendation of the Financial Committee that we continue coverage at the present level at the annual cost. **Cherry moved to adopt this recommendation, Gay seconded. Motion carried.**
 - b) Investment Policy June 30th and July 20th, 1998: Referred to the Financial Committee to meet and review the policy.
 - c) Rumsey Audit letter – information
 - d) *Loan pay off on September 9, 2002.*
 - e) *Certificate of Deposit at Southern Michigan. **Gay moved to pay off the loan with Southern Michigan Bank and with the CD that is coming due October 2, 2002, seconded by Clover. Motion carried.***
8. **Director's Report: August 2002**
- A. **Action Items:**
- **Purchase of Book Drops:** Request for bid for purchase of four (4) book drops for Alganssee, Union Twp (2), and Sherwood, including delivery, installation, and removal of old book drops. **Brown moved to purchase the four (4) stainless steel book drops be awarded to American Book & Media Returns for a total of \$6,632.00, seconded by Ashdown. Motion carried.**
- Cherry moved to upgrade to heavy gauge stainless steel platforms for a total of \$364.00, seconded by Clover. Motion carried.**
- **Request to Terminate Service:** Michigan Document Depository Library. Tabled until next month. More information is needed before termination.
- B. **Informational Items:**
- Crippen Talk: Approximately 28 interested citizens attended the Crippen Talk by John Trestrail.
 - The jumbo CD at Southern Michigan Bank was renewed on August 31st. The amount available for investment: \$243,138.00. Rate: 2.05% new maturity date: 2/28/03. It will automatically roll over to the new maturity date. The CD was earning at a rate of 2.15%.
 - Colleen Knight, Branch County Community Foundation, appeared before the Coldwater Public Library Board and talked about the community foundation and also about setting up a Library Foundation.
 - BDLs paid \$3,003.00. In unemployment compensation on August 1, 2003.
 - Barbara Bush Foundation Grant Application: The objective of the grant was "to start a new program which involves teenagers as volunteer tutors/mentors/facilitators in a multi-generational approach to increasing reading skills amongst all ages."
 - The library is sponsoring a workshop on long term care put on by SW.MI.LTC, a long term care financing and consumer education group (55+) on September 12th at 6:00 p.m. They do not sell anything.
 - Kids Place started Pre-school Story Hours on Monday and Tuesday for 3-5 year olds.
 - Circulation has increased 7.9% through August as compared to last year.
 - Report from Holbrook Heritage Room.
 - Children's Services (Reading Zone.) Referred to the Children's Services Committee.
- C. **Statistical Reports:** August 2002
- Summer Reading Program
 - Book Budget
 - Use Statistics.

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NEW BUSINESS

1. BDLS Board meeting dates year 2003: Cherry moved to amend the resolution of the meeting dates for 2003 to third Monday @ 6:00 p.m., seconded by Clover. Motion carried.
2. 2003 Library closing dates: Brown moved to approve the library closing dates for 2003, seconded by Ashdown. Motion carried.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Cherry 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. 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 or FAX (517) 279-7134.