

DRAFT

10 E. Chicago Street - Coldwater, MI 49036  
BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room 3<sup>rd</sup> floor  
May 19, 2003  
6:00 P.M.

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Lynda Chan, Dorothy Cherry, President; Gayle Clover, Adam Hollingsworth, Jack Gay.

**ABSENT FOR ROLL CALL**

No one

**ALSO PRESENT**

Jeff Dean, Dean Insurance; Jane Baldwin and Bobbie Brickey, Quincy Library Board; Linda Birkenbeul, Lynnell Eash, Pat Kaniewski, Heidi Rawson, Barbara Riegel, Richard Sharland, Board Consultant; James Troust, Coldwater Public Library Representative.

**APPROVAL OF AGENDA**

1. **Brown moved, seconded by Chan to approve the Agenda of May 19, 2003 as corrected.**  
The Director's Evaluation is due into the Personnel Committee. All members should fill out the director's evaluation and turn it into the Personnel Committee. Amend the Agenda to place the director's evaluation at the end of the Director's Report, the director is not present. Approval of the bills both March and April to be approved at this meeting. **Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

1. **Gay moved, seconded by Clover to approve the minutes of April 21, 2003. Motion carried.**

**CORRESPONDENCE**

1. City of Coldwater - Tax Exemption Certificates: Alchem Alum., Inc. & IMCO Recycling, Inc.

**FINANCES**

1. Approval of the Bill: **Brown moved to approve the March 2003 bills as submitted, seconded by Gay. Motion carried. Brown moved to approve the April 2003 bills as submitted, seconded by Chan. Motion carried.**
2. Financial Statement: Question to the Director: Why is the library carrying such a large balance? Please submit by June 16<sup>th</sup> Board meeting.
3. Penal Fine Chart: Discussed.

PENDING BUSINESS

1. Jeff Dean, Dean Insurance Agency, gave a brief presentation on insurance coverage carried by the Library. Officers and Directors liability portion be amended to provide broader coverage (Dishonesty Bond) this is a three year policy. Commercial Package Policy to cover (Property, Inland Marine, Crime, Liability), Commercial Umbrella Liability Policy, Directors & Officers Liability, Boiler & Machinery.  
**Chan moved, seconded by Ashdown, to renew coverage for the library with a check on values for the building blanket contents coverage and computer equipment. Amend the motion to reflect the director be put under Bond. Motion carried.**
  
2. Reports from Central and Branch Liaisons:
  - a. Coldwater: James Troust reported:
    - Very happy to have Kelli Nantz, Accountant from the City of Coldwater, Treasury Office, a lot of information for the board, very helpful.
    - April 25<sup>th</sup> was Vera Zanardelli's last day in the Heritage Room, she is moving to Dearborn to be near family.
    - Troust will revise the donation letter.
    - 110 visitors to the Heritage Room during the month of April.
    - During the first four months of this year the Heritage Room had 359 visitors, this is an increase over last year.
    - Micro filming the current Daily Reporter, Bronson Journal and Coldwater High School papers has been completed.
    - Recommendation for a coffee bar from the director.
    - Selling off some old table – need to know ownership. **Gay moved, seconded by Ashdown for the director to check into ownership of the library tables, amend the motion for ownership within the next thirty (30) days. Motion carried.**
  
  - b. Bronson: No report. All is well!
  
  - c. Quincy: Jane Baldwin reported
    - We are waiting for the estimate to come in for lighting the flag.
    - As yet, the estimate for the shelving project in the Children's room from Library Design has not been received.
    - June 10<sup>th</sup> the Summer Reading Program begins. This summer Lisa is going to include middle school age – 6<sup>th</sup> through 8<sup>th</sup> graders. She is hoping to stimulate more interest for the program in that age group.
    - Last week a Quincy High School group came to groom the library lawn.
    - Last week during Mayor Exchange Day a group of twenty people visited the library. They asked a number of questions and were an interested group. They also used the basement for their lunch hour.
    - Lisa went to kindergarten registration and thirty children were signed up.
    - Three days this week Lisa and Lynnell will be doing talks at Jennings Elementary.
  
  - d. Union Twp: Pat Kaniewski reported:
    - Memorial Day book sale sponsored by the Friends.
    - June 10<sup>th</sup> begins Summer Reading. Jonny Hawkins, author and caricature artist and Patricia Polacco have been scheduled to appear.
    - Hourly rate back on check stub --- thank you!
    - The TV for programming has arrived—late for babysitting class however. Nine students attended, two of which were boys. I felt it was successful. Because Frank (or anyone else) was not available at Central to bring their TV/VCR to Union, and it was too large for me to handle and put in my vehicle, I had to bring my equipment from home.

- I would like to request capital funds to purchase a copy machine. **Minutes to reflect request on copy machine (have the director check on a copy machine for Union Twp. Library.)** The township will no longer be offering copies for the public and I would like to continue to offer it. Only the post office offers this service now at a cost of .25 cents per copy.
  - We've been offered children's furniture from a Bronson Company. However, we have no space for it.
  - You will notice I have the largest amount in Capital Funds of all the branches. I would like suggestions on what to purchase. I have no available space to put anything. Perhaps this needs to be brought up to Union Township Board. Thanks, pk
- e. Sherwood: Rhonda Galvin reported off sick.
- No report.
- f. Algansee: Lynnell Eash reported:
- Bookworm (Library Hamster) passed away three weeks ago.
  - Kindergarten-Roundup - talked to about 90 children's parents – signed up thirty (30) kids.
  - Quilting workshop.
  - Representative from TLC showed me how to do several easier programs to run reports for myself and the branches.
  - American Girls Club had 10 girls and 2 boys.
  - Doing a Barbie Story Hour on Saturday.
  - Tuesday, Wednesday and Thursday Lisa and I will be visiting Jennings Elementary to talk to the children about Summer Reading Program. Visit each individual classroom. Summer Reading Club begins June 10<sup>th</sup> at Algansee.
3. Building Committee: Did not meet.
4. Children's Committee: Did not meet.
5. Personnel Committee: Did not meet. **Committee to meet Tuesday, June 10<sup>th</sup>.**
6. Financial Committee: Did not meet.
7. Technology Committee/Children's Internet Protection Act: Did not meet.  
(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)  
**Committee to meet Thursday, June 19<sup>th</sup>.**
8. Directors Report:
- a. **Insurance Proposal** – Jeff Dean, Dean Insurance Agency (reported earlier.)

**Filling Vacancy** – Sharland's appointment to the Woodlands Governing Board. July and September meetings @ 7:00 p.m. in Albion. **Brown moved, seconded by Gay that Ashdown be the BDLs representative to the Woodlands Governing Board to finish out Sharland's term. Motion carried.**

**Computer upgrades** – **Gay moved, seconded by Brown for Computer upgrades to be referred to the Technology Committee for more clarification on the computer upgrades and terms of Gates Computer Grant requirements. Motion carried.** Check with the Library of Michigan on policy governing Chat rooms and other computer problem areas.

**Coffee Service** - Referred back to Director to do research on the Public Health laws and report back to the Board.

**Loose railing** – discussed.

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Tables – Director to check on ownership.

b. Informational Items:

**Memo of understanding:** Referred to Personnel Committee.

**Newsletter:** Need more information.

**Building:** Rewinding of the elevator on Monday, May 19<sup>th</sup>.

**Locke Masonry:** Have to have it done, but need estimate first.

**Havel Bros:** Discussed.

**Road Commission Director:** Discussed standing water in the lot by east entrance.

c. Statistical Reports: April 2003

1. Book Budget

2. Use Statistics

NEW BUSINESS

1. Nothing.

INFORMATIONAL ITEMS

- Quote on having windows washed. Refer to Director.
- Book purchase for Mrs. Vivian Slisher in the amount of \$25.00 for the Bronson Library.
- Starting with June 16<sup>th</sup> Board Meeting - BDLs Board will be doing their Summer Tour of the libraries.
- \$2,000 for the Union Twp. windows - Township never followed thru with putting in window library needs to do a follow-up.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Meeting adjourned at 7:45 p.m.

Respectfully submitted:

Marilyn Ashdown  
BDLS Board Secretary

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