

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting

DRAFT

August 18, 2003
6:00 P.M.

QUINCY LIBRARY

11 North Main Street
Quincy, MI 49082-1163

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, President; Jack Gay, Adam Hollingsworth.

ABSENT FOR ROLL CALL

Gayle Clover, Lynda Chan, excused.

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Carol Bolton, Coldwater Public Library Board Representative; Frank Hemphill, Director; John Rucker, Automation Librarian; and Library staff.

APPROVAL OF AGENDA

Brown moved, seconded by Gay to approve the Agenda of August 18, 2003, with recommendation of a tour of the library after Public Hearing. Motion carried.

RESOLUTION & HEARING

Posted in the Coldwater Daily Reporter August 9, 2003

Meeting opened to the public at 6:03 p.m. no comments from the public closed 6:15 p.m.

Resolution to increase 0.0091 mills in the operating tax millage rate to be levied on property in 2003.

Brown moved, seconded by Ashdown.

Roll Call Vote: 5 Ayes 0 Nays 2 absent Motion carried.

“Tour of the Quincy Public Library”

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Gay to approve the minutes of July 21, 2003 with the following amendments & correction to page 5 (a couple of teaches asked us to consider the Summer Reading Program start later in June and end later so that students will read and regain their reading skills as they get closer to the starting date of school) & page 3 Cherry: (suggestion) institute a policy or procedure. Motion carried.

CORRESPONDENCE

1. Informational Item: Panel Processing (Tax abatement)
2. Informational Item: Hillsdale County Treasurer (Allen Penal Fines)

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FINANCES

1. Approval of the Bill: **Brown, moved to approve the bills as submitted, seconded by Hollingsworth. Motion carried.**
2. Financial Statement: Discussed. Placed on file.
3. Penal Fine Chart: Discussed.

PENDING BUSINESS

1. Action on Kerr Endowment:

- **Brown moved, seconded by Ashdown to segregate the Kerr Endowment of \$106,800.29 now deposited in Southern Michigan Bank and that we instruct the Director to consult with the library attorneys and request information on whether we can use that money to establish a Foundation or some vehicle separate from the Branch District Library account that could hold non legal investments, and move the Kerr Endowment to Century Bank. Motion carried.**

2. Reports from Central and Branch Liaisons:

- a. **Coldwater:** Carol Bolton reported
 - Heritage Room visitors during July 154 visitors - 15 states (Arizona, Florida, Illinois, Iowa, Kansas, Minnesota, Montana, New York, Ohio, Oklahoma, Pennsylvania, Texas, Virginia, Wisconsin, Michigan and two visitors from Denmark.
 - 5 Internet, 17 phone requests for information.
 - World War II Project – Randall Hazelbaker taped a segment for Q-1 Video. Packets have been made to record information about each WWII Veteran (packets include a cassette tape and a biography sheet to record information.)
 - St. Joseph County Cemetery Book Volume IV has been added to the collection.
 - History of the Fisher Family – donated by Betty Van Dyke.
 - Room becoming more user friendly with filing cabinets being moved for better access.
 - Received a comment/suggestion card “after visiting a dozen libraries for family research, this Branch Genealogy tops them all for information and helpfulness.
 - Donation letter: Rev. Troust is going to check with a member of BDLS Board to cop-pen a Fall Donation letter. D. Cherry volunteered to help.
- b. **Bronson:** Carole Maddox reported
 - A patron purchased a post card on e-bay of the library. She had the post card enlarged, mounted, framed and donated it to the library.
 - The library joining the state wide US 12 Garage Sale (Detroit to Niles) Saturday August 23rd.
 - Putting together a questionnaire for the patron, asking if there is a particular type of book you would like the library to have in the collection.
 - Very slow week.
- c. **Quincy:** Bobbie Brickey reported:
 - Shelving should be started in mid - September.
 - The Board has decided to donate the old Children’s area shelving to the Quincy Museum.
- d. **Union Twp:** Pat Kaniewski reported:
 - I want to thank you for considering leaving new books at the branches. I feel three months would be helpful instead of six months. As a point, Harry Potters latest was out the end of June. Originally I ordered one copy. There were so many reserves, so I ordered a second copy. I also ordered the audio version. I have yet to see these in my building.
 - I went to a Workshop in Southfield, MI last Monday. The whole focus and mission of the children’s library is changing due to President Bush’s mandate of “No child left behind.” Space limitations at Union Township Library will definitely be an issue in fulfilling this mandate.

- We had a poetry reading last Wednesday. A local gentle man attended who has written many poems and shared some of them. Those that attended would like to meet again on a regular basis to read or just listen to other poems.
 - As a Sherwood Township resident, I am pleased that the Sherwood Branch will have a replacement for the clerk's position.
- e. **Sherwood:** Rhonda Galvin reported:
- I have resigned my position at Sherwood, due to mother's health. I will be helping her out.
 - With the school closing, I feel it will not affect the library.
- f. **Alganssee:** Lynnell Eash reported:
- We had our circus party 72 children in attendance. We had pony rides, snakes, rats in cages, bunnies. Circus parade of lions, tigers, elephants of inflatable animals took them thru in wagons. Candy cotton, pop corn, cookies. A lot of fun.
 - The teens in the Teen Program helped with the circus, with the promise of another party, maybe a Pizza party.
 - August has been a very busy month.
 - Also went to the Workshop at Southfield.
 - Walnuts - Don't forget!!!! October 1st....
3. **Building Committee:** Did not meet.
4. **Children's Committee:** Did not meet.
5. **Personnel Committee:** August 15th. Ashdown reported: Director's Job description was discussed in length. Director's Job description will be referred back to the Personnel Committee for a few final revisions.
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.)
8. **Directors Report:** August 2003
- Submitted the reimbursement forms to the Universal Services Fund (CBPU, Verizon North, LDMI Long Distance, Inc.) for the period of July 1, 2002 to June 30, 2003.
 - Request for reconsideration of Best Seller Policy/Procedure: Director to come up with a solution.
 - Recommendation on Blue Cross/Blue Shield for 2003 – 04 renewal: **Gay moved, seconded by Hollingsworth to renew Blue Cross/Blue Shield for 2003-04 for the five full-time employees. Motion carried.**
 - Hotline & Library Journal / Ad for Directorship: Informational item.
 - Capital Projects Expenditure January – June 2003 report: Discussed.
 - Recommendation on Janitorial Service: **Gay moved, seconded by Brown to award the janitorial services to JP Janitorial. Motion carried.**
9. **Statistical Reports:** July 2003
- Book Budget
 - Use Statistics

NEW BUSINESS

None at this time.

INFORMATIONAL ITEMS

Nothing at this time.

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EXTENDED PUBLIC COMMENTS

- Lynnell: Perhaps put in the budget for next year to consider updating the carpeting/flooring one floor at a time at Central.
- Brown: I appreciate it that Barbara and Frank washed the handrail at Central.

ADJOURNMENT

Brown moved, seconded by Ashdown to adjourn:

Meeting adjourned at 8:12 p.m.

Respectfully submitted:

Marilyn Ashdown

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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