

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting
September 15, 2003
6:00 P.M.**

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SHERWOOD LIBRARY

118 Sherman Street
Sherwood, MI 49089

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Bobbie Brickey & Jane Baldwin, Quincy Library Board; Frank Hemphill, Director; Loretta Tenney, President, Sherwood Village; Richard Sharland, BDLS Board Consultant and Library staff.

APPROVAL OF AGENDA

Brown moved, seconded by Gay to approve the Agenda of September 15, 2003, with two additions to New Business #3 Solicitation letter from the BDLS Board and CPL Board; #4 Organize directors search and scheduling of interviews. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Ashdown to approve the minutes of August 18, 2003 with one correction Kerr Endowment should be referred to as the Kerr Bequest. Motion carried.

CORRESPONDENCE

1. Township of Union – request for carpet cleaning. Two estimates. No recommendation from the Township. **Brown moved, seconded by Clover that the Board approves expenditure from the Capital Improvement Fund for Union Township of \$99.00 “ServiceMaster” to clean carpets. Motion carried.**

FINANCES

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

PENDING BUSINESS

1. Request for clarification of Board action regarding Best Sellers at Branch Libraries.
Follow-up report from the Director if it actually works. **No action taken.**
2. Request for reauthorization of transfer of Kerr donation to Century Bank from Southern Michigan Bank.
Brown moved, seconded by Gay that the Board reconsiders the motion made regarding the Kerr donation or the action taken on the Kerr donation at the August 18, 2003 Board Meeting. Motion carried. Roll Call Vote: 6 Ayes 1 Nay 0 absent
Let it be placed on Record that at this Board Meeting the decision was made by everyone acknowledging that Jack Gay is employed by Century Bank & Trust with the disclosure of employment unrelated to the action taken by the Board which will take care of any potential conflict of interest. No further action was taken. August 18th motion stands.

*Hemphill to check with Chuck Lillis about letter of Kerr donation and check on status of transfer.

3. Reports from Central and Branch Liaisons:
 - a. **Coldwater:** Marilyn Ashdown reported:
 - ~ 120 visitors to the Heritage Room during the month of August, brings the total visitors this year to 865 visitors.
 - ~ 9 Internet request and 15 telephone requests.
 - ~ Received the St. Joseph County Cemetery Book Volume IV.
 - ~ October is Family History Month.
 - ~ The Board voted and passed to change the meeting time from 4:00 to 4:15 p.m. on the second Monday of each month because there are two teachers involved.
 - b. **Bronson:** Carole Maddox reported:
 - ~ Pat and I have not made a decision on copiers yet.
 - ~ 4-H students are bringing in their projects to put in our display case.
 - ~ Friends are talking about landscaping the back of the library.
 - ~ When sending out the Solicitation Letter for funds, go to the Bronson web page as there are about 100 businesses in Bronson.
 - ~ Best sellers - we send in the request, we have the date it was requested and the time. And, I can't believe that, that many people are ahead of us.
 - c. **Quincy:** Jane Baldwin reported:
 - ~ We enjoyed hosting the Board at last month's meeting.
 - ~ Quincy Library has been closed for 10 days, Sept. 3 - 13 for repairing plaster cracks throughout the library, painting the walls, and installing new shelving in the children's area, reconnecting wall units in the genealogy and adult areas and then reloading the shelves. The repairing and painting were township expenses. The shelving was BDLS Capital Outlay. The next phase will be new windows or the office area.
 - d. **Union Twp:** Pat Kaniewski reported:
 - ~ Story/craft hour begins again on 9/19/03 for 3 - 5 year olds.
 - ~ The Chamber of Commerce has asked us to host a Pumpkin Bake Off for the October Fest held on October 11th.
 - ~ Sandy & I attended a workshop at Western MI University today for emergent readers. This is part of a plan for "The Reading Zone."

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- ~ I look forward to seeing the BDLS Board at Union Township Library for your October meeting.
- ~ The village has placed a wireless antenna up on the water tower for a better computer connection.

Hollingsworth moved, seconded by Gay to have hook-up of Wireless Antenna Service to the Union Twp. Library cost of \$500.00. Motion carried.

- e. **Sherwood:** Rhonda Galvin reported:
- ~ School closed - don't think it will affect the library.
 - ~ No drop off at circulation.
 - ~ Changes in heads here at the library soon, I will be working two Saturdays here and one Tuesday at Central.

Tenny noted that she is working on the landscaping in front of the library but due to a physical condition, it is at a stand still but will be working on it as condition permits.

- f. **Algansee:** Lynnell Eash reported:
- ~ Starting Story Time for lap to new born to 2 year. Had one 10 month old.
 - ~ Story Time for 3 – 5 year olds one AM session and a PM session.
 - ~ American Girl – doing 2 sessions one on Tuesday and the other on Wednesday. Two boys signed up and they did all the program.
 - ~ Captain Underpants starting up next month.
 - ~ The library is on its 4th modem. When the power goes down so does the modem. John is checking it out.

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

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

6. **Personnel Committee:** August 27th & September 12th Gay reported:

- ~ Director's Job Description reviewed and revisions made. Will be taken back to the Board for their input. Hi-lited areas, (writing and orally). **III. C.** Hire, supervise, evaluate and discipline all salary and hourly employees, with dismissal subject to board approval.

Clover moved, seconded by Hollingsworth to accept the Director's Job Description as amended in the III. C. and the word "and" instead of or.

Roll Call Vote: 4 Ayes 3 Nays 0 Absent Motion carried.

- ~ Recommendation from the Personnel Committee: Creating a new position of Library Clerk and a new position of possibly a Branch Manager for Algansee/Sherwood libraries. The estimated cost is \$1,800.00 per year. Part-time position.

Brown moved, seconded by Ashdown to pay Lynnell as library clerk, at Algansee/Sherwood accordingly and the Director to consult attorney for the legality of posting. Motion carried.

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

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

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

Hemphill: Rucker attended a workshop on web blockers. A report will be submitted to the Board at the October Board meeting.

9. **Directors Report:** September 2003 monthly report

- Report on Trusts & Endowments.
- Explanation of Dean Insurance payment.
- Sherwood vacancy.
- Reading Zone Workshop Information.
- Holbrook Heritage Room Report.

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10. Statistical Reports: August 2003
 - Book Budget
 - Use Statistics
 - Summer Reading Program
 - Capital Projects Report

NEW BUSINESS

1. Branch District Library Board Meeting Dates for 2004.
Brown moved to approve the Resolution regarding the 2004 meetings of the Branch District Library Board and amended to delete the third WHEREAS, from the resolution, seconded by Gay. Roll Call Vote: 7 Ayes 0 Nays 0 Absent Motion carried.
2. Branch District Library Closing Dates for 2004.
Gay moved to approve the Library Closings for 2004 as submitted with 2 extra floating holidays, making a total of 5 floating holidays for the year 2004, seconded by Clover. Motion carried.
The vote passed on a 6 to 1 with Brown voting against the motion due to not following Personnel Manual Policy.
3. Solicitation Letter from the Boards:
Troust agreed to come up with a proposed joint solicitation letter and D. Cherry helped with it. Letter to go out from the Branch District Library Board and the Coldwater Public Library Board this fall. Troust will take it to the Coldwater Public Library Board next month. Presidents of the Boards will sign the letter before mailing.
Gay moved to approve the letter of solicitation from the Branch District Library Board and the Coldwater Public Library Board on behalf of the Branch District Library Board, seconded by Brown. Motion carried.
4. Organization of Directorship:
The whole Board will sit in on the director's interviews. Three applicants to interview. The Board decided not to interview Deborah Young from Pennsylvania at this time. Dix and Reiter will be interviewed. Chan will contact references of Dix. Brown will contact references of Reiter. To be completed before the Interviews on Thursday, September 25th. Board will meet at 6:10 p.m.
Interviews: Dix @ 6:30 p.m., Reiter @ 7:30 p.m.

INFORMATIONAL ITEMS

None at this time.

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EXTENDED PUBLIC COMMENTS

Galvin: I think the position as Branch Manager should have been done with Sherwood and Algansee some time ago. Both clerks do Branch Manager jobs even though they were not supervising anyone. My opinion they were doing the same job as the other Branches. I do not have any problem with Lynnell getting the better position. I just think it should have been done quite awhile ago. I think I did the best I could.

Gay: Rhonda I think you have done a great job here. Library looks great.

The Board agrees!

Comments and Suggestion cards:

- This comment and suggestion card was discussed at June or July board meeting. Speed up moving computers to Kids Place. Hire Tom to get this job completed.
- Set-up a couple of computers for Adults – or for school work.

ADJOURNMENT

Brown moved to adjourn:

Meeting adjourned at 8:40 p.m.

Respectfully submitted:



Marilyn Ashdown
BDLS Board Secretary

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