

DRAFT

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting
October 20, 2003
6:00 P.M.

UNION TWP. LIBRARY
211 N. Broadway
Union City, MI 49094

PRESENT FOR ROLL CALL

Carol Brown, Dorothy Cherry, President; Gayle Clover, Jack Gay.

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused); Adam Hollingsworth (excused); Lynda Chan (arrived at 6:14 p.m.)

ALSO PRESENT

Bobbie Brickey & Jane Baldwin, Quincy Library Board; Frank Hemphill, Director; Richard Sharland, BDLS Board Consultant; Bruce Mills, incoming Director and Library staff.

APPROVAL OF AGENDA

Clover moved, seconded by Brown to approve the Agenda of October 20, 2003, as modified with additions to Director's Report – Cherry & Lillis phone call and report on the best seller list; under New Business - acceptance letter from Bruce Mills. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Clover to approve the minutes of September 15, 2003 with corrections, formal disclosure from Gay under Pending Business page 2: Formal disclosure: All Board Members acknowledged that they were and are aware that Board Member Jack Gay is employed by Century Bank & Trust in a capacity unrelated to the action taken by the Board to deposit certain donated library funds at Century Bank & Trust and, that no further action was taken on reconsideration - Jack Gay, BDLS Board Member. **For clarification:** the August 18th motion stands and that the August 18th decision to deposit the Kerr Bequest at Century Bank & Trust stands. **Motion carried.**

Brown moved, seconded by Gay to approve the Special Board Minutes of September 25, 2003 where the BDLS Board interviewed two candidates for directorship. Motion carried.

Brown moved, seconded by Clover to approve the Special Board Minutes of September 26th to be corrected to September 29th and sentence should read: "Board will make an offer to Mr. Mills and not inform the other two candidates of our decision until Mr. Mills accepts." Motion carried.

CORRESPONDENCE

1. City of Coldwater Tax abatements for: Quality Spring/Togo; Alchem Aluminum Inc; IMCO Recycling of Michigan; & Interamerican Zinc, Inc.

FINANCES

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. Appointment of Lynnell Eash to Branch Manager position for Sherwood & Algansee. Tabled until November 17th Board Meeting; **Chan moved, seconded by Brown to table the appointment of Lynnell Eash until Board receives an opinion on the posting of the position from Mr. Lillis, Boards attorney. Motion carried.**

2. Reports from Central and Branch Liaisons:

a. **Coldwater:** Hemphill reported:

- ~ Holbrook Heritage Room report.
- ~ CPL Board Meeting Dates for 2004.

b. **Bronson:** Carole Maddox reported:

- ~ Small pumpkins for the kids to draw faces on.
- ~ Basket weaving class on November 8th.
- ~ Steph & I were at Quincy today, attending the Reading Zone Workshop –Quincy Friends put on a delicious lunch.

c. **Quincy:** Jane Baldwin reported:

- ~ Flag pole is lighted.
- ~ Additional fencing installed on the north side of the library to protect the sprinkler system.
- ~ Next phase of improvements will be the library office.
- ~ Local literacy club had their dinner/meeting in the basement of the library last week.
- ~ Friends meeting is October 28th.

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

- ~ Top priority is John got us hooked-up to the wireless antenna, to stay up to the system better.
- ~ New Library signs posted at the corners – attached to the Stop signs.
- ~ Sandy and I attended the "Reading Zone" workshop at Quincy, had a lovely lunch.
- ~ Three proposals on a copier: Minolta 1031 Copier, W.S. Reed Co.; Imagistics; Taylor's Stationers. **Gay moved, seconded by Clover to approve the Minolta 1031 copier from WS Reed Co., with service contact and cabinet. Motion carried.**

e. **Sherwood:** Lynnell Eash reported:

- ~ Met with the Village Board.
- ~ Getting the feel of the place. Very few adults. Mostly kids.
- ~ Hours are okay right now, when kids get out of school they have plenty of time to use the library.
- ~ Rhonda asked about carpeting awhile ago. Will get back to Rhonda. Village wants to be involved in far as the color and kind of carpeting.
- ~ Also, attended the Reading Zone Workshop at Quincy.

- f. Alganssee: Lynnell Eash reported:
- ~ Biggest news - Walnuts! So far have taken 5 loads of walnuts (dump trailer) \$660.00 – November 1st is the last day to haul.
 - ~ Held our Teen Summer Reading Club Awards Party – Kinderhook Cornfield Maze and a pizza party.
 - ~ Library informational signs are up both ends of the town.
 - ~ Entomologist Charlene Rucker presented a bug program.
 - ~ Bonnie Gilbert presented a calligraphy program.
 - ~ A dulcimer player from Quincy will play at the library.
 - ~ The Friends Group will be decorating the porch for trick or treaters.

3. Building Committee: Did not meet.

4. Children's Committee: Did not meet.

5. Personnel Committee: Did not meet.

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.)

a. John Rucker submitted a report to the Board on recommending to donate surplus computers to the Community Resource Center of Branch County. **Brown moved, seconded by Gay for John to double check whether it is legal or not, if it is go ahead and donate the six surplus computer hardware, extra network hubs, extra cable to the Community Resource Center (CRC). Motion carried.**

b. Automation Librarian Report: Discussed.

8. Directors Report: October 2003 monthly report – For Your Information

- Frank - contacted Lillis' office in person twice in the last month re: Kerr donation.
- D. Cherry's phone call with C. Lillis; he has not written up anything on the Kerr donation or the posting of the Branch manager position regarding Alganssee & Sherwood libraries. He has to do further research. Also, the District Library Act does not give the library board authority to create a foundation.
- Kerr Donation has been deposited at Century Bank & Trust in a money market account earning 3/4 %.
- A letter was sent to Mr. Lillis regarding the legality of the posting for a library clerk at Sherwood.
- Universal Services Administration Corp., USAC, approved our request for reimbursement from the library's Internet provider.
- Best Seller Procedures – discussed.
- Mrs. Janet Herman letter – recommendation that the BDLS Board match the donation in 2004 Budget. Jack Gay will contact Mrs. Herman.
- Doing a survey on the periodicals & magazines at central.

Comments and Suggestion cards:

- ~ Respond to Kerry and explain the 18 new computers. (Hemphill with contact Kerry and let BDLS Board know thru e-mail.)

9. Statistical Reports: September 2003

- Book Budget
- Use Statistics
- Summer Reading Program
- Capital Projects Report: January through August 2003

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NEW BUSINESS

1. Director Transition – Outgoing Director Checklist:
 - a. Representation at the Woodlands should be added.
 - b. Gay moved, seconded by Chan to approve the Director Transition Checklist for the retiring director as the tool to be used over the next two months. Motion carried.
 - c. The Board would like Frank to submit his weekly schedule to the Personnel Committee.
 - d. Hemphill requested his last day to be November 30th (instead of December 30th) with 2½ weeks vacation.

Chan moved, seconded with Gay, Frank’s last day of work will be November 26th, Wednesday, and receive with his last pay check 2 ½ weeks vacation pay as well. Motion carried.
2. *The formal letter of acceptance from Mr. Mills should be made part of the Board Minutes.*

INFORMATIONAL ITEMS

None at this time.

EXTENDED PUBLIC COMMENTS

Maddox: How do you Mr. Mills, want the staff to address you?


Mills: Bruce is fine.

Eash: Is it feasible for a portable ramp, handicap access. I will get prices.

ADJOURNMENT

Clover moved to adjourn: Meeting adjourned at 8:15 p.m.

Respectfully submitted:



Marilyn Ashdown
BDLS Board Secretary

Barbara Riegel, Recording 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

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