

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
December 15, 2003
6:00 P.M.

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PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Adam Hollingsworth (excused); Marilyn Ashdown (excused).

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Eric Ewers, Algansee Township Supervisor; Carole Bolton, CPL Board Representative; Jeanne Berg, Linda Birkenbeul, Lynnell Eash, Pat Kaniewski, Bruce Mills, Director; Carole Maddox, Barbara Riegel, John Rucker.

APPROVAL OF AGENDA

Brown moved, seconded by Gay, to approve the Agenda of December 15, 2003. Motion carried.

PUBLIC HEARING ON 2004 BUDGET

Open for discussion: none
Item 3: New Business

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Clover, to approve the minutes of November 17, 2003. Motion carried.

CORRESPONDENCE

1. City of Coldwater:
 - Coldwater Hotel Corp. - Informational
 - Assisted Living Concepts, Inc. – Informational
2. Century Bank – Need to act on this at a later date – Kerr Donation.

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FINANCES

1. Approval of the Bills: Brown moved to approve the bills as submitted with clarification on phone bills, seconded by Chan. Motion carried.
2. Financial Statement: Discussed. Placed on file.
3. Penal Fine Chart: Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. Coldwater: Bolton reported:
 - ~ Finances have dropped. Revenue does not keep up with expenditures.
 - ~ Heritage Room has had 1,189 visitors so far in 2003. It's a busy resource room that brings in many customers into the library. November had 10 Internet and 14 telephone requests as well. Our two part-time employees and three volunteers are kept busy answering questions and helping visitors.
 - ~ There was a complaint that we are not open as many hours as BDLS, but we do not have the resources to keep the open for all these hours.
 - ~ In addition to the Fall donation letter, we have a "Wish List" hung outside the door to indicate needs and the cost to provide these items. Several donations have come in for the list.
 - ~ There will be Black History Month activities taking place in February.
 - b. Bronson: Carole Maddox reported:
 - ~ Mrs. Mills was thanked for the potpourri.
 - ~ Program on the Potawatomi Indians was a success. Scout Leaders attended.
 - ~ Wreath making class – canceled.
 - ~ No Friends meeting scheduled for this month.
 - ~ How to handle two boys being disruptive in the library.
 - c. Quincy: Jane Baldwin reported:
 - ~ Bob Boardman from Library Designs is coming to discuss our office plans.
 - ~ Renee and Lisa are pleased to welcome Bruce Mills to the library system.
 - ~ Our Library signs have not yet been installed.
 - ~ The front doors of our library have been refinished. Look Great!
 - ~ We are checking into the handicapped hallway. Concerned with the limited amount of light in the hallway for the handicapped access.
 - ~ Christmas Party for Story Hour will be held on Friday. Each child will receive a book.
 - ~ The computers are working well and Lisa and Renee are pleased with John. He is very knowledgeable and always available when needed.
 - ~ Lisa reports that there is a good, steady increase in all ages using the library.
 - d. Union Twp: Pat Kaniewski reported:
 - ~ A bed quilt was raffled off in memory of Charles Cooper the former Union Township Sexton.
 - ~ We will celebrate the 100th anniversary of the Wright Brothers flight by inviting children to make airplanes.

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- e. **Sherwood:** Lynnell Eash reported:
- ~ Moving of the shelves and desk has been completed.
 - ~ All the items requested from Capital Improvement Fund have been received.
 - ~ A Family Film Night was held and eight people attended.
 - ~ American Girls Club will be held this week.
 - ~ Ornaments were made on Saturday. Santa visited the village the same day.
 - ~ Quincy Library donated a Christmas tree.
 - ~ A tape player, headphones and portable telephone is requested to be taken from Capital Improvement Fund.
- Gay moved, seconded by Brown, to purchase the tape player, headphones and portable telephone from Capital Improvement Fund not to exceed \$60.00. Motion carried.**
- ~ 2004 activities are being planned.
- f. **Alganssee:** Lynnell Eash reported:
- ~ Christmas Story Time was held and the Christmas tree was decorated.
 - ~ Ornament Workshop was held and everyone took home beautiful ornaments.
 - ~ American Girls Club Christmas Teas was held. Twenty-Four attended.
 - ~ Friends Meeting was held. They gave money to purchase fifty-two (52) books and books on tape for children.
 - ~ A small shelf for paperbacks and a video rack is requested to be taken from Capital Improvement Fund.
- Gay moved, seconded by Brown, to purchase a small shelf and video rack \$290.00 plus shipping taken from Capital Improvement Fund. Motion carried.**
- ~ 2004 activities are being planned.

2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** November 25th meeting:

Policy for Compensation in lieu of Health Coverage

Purpose:

The purpose of this policy is to offer compensation in lieu of Health Coverage. This would be effective for each eligible employee during the open enrollment period beginning in 2004 and at date of hire for all eligible employees between 10-1-03 and the 2004 open enrollment period.

Gay moved, seconded by Chan to accept the Policy for Compensation in lieu of Health Coverage for all full time employees. Motion carried.

5. **Financial Committee:** Did not meet.
6. **Technology Committee/Children's Internet Protection Act:** Did not meet.
(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)
7. **Directors Report:** December 2003 monthly report.
- Director Transition Checklist – all complete with the exception of a few items.
 - Fire alarm problems - Discussed.
 - Exit light replacements - Friendly reminder from the Fire Marshall - lights replaced.
 - Ceiling fan replacement - another friendly reminder from the Fire Marshall - fan replaced.
 - PLA Conference in Seattle – Based on the paucity of relevant programming at the PLA Conference, I wish to withdraw going at this time.
 - Annual Report/State Aid Request: good and bad news – discussed.
 - Library space policy – Profit groups using the library area.
 - DVD collection building – DVD's early in January.
 - Herman Donation – discussed.
 - Staff meeting – first staff meeting on Wednesday, December 17th – branch managers and management staff.
 - Reed Act Grant possibility – to aide the “unemployed people”. Discussed.

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8. Statistical Reports: November 2003 – informational items
- Book Budget
 - Use Statistics
 - Summer Reading Program
 - Capital Projects Report:

NEW BUSINESS

1. Re-appropriation of \$5,000 not used in 2003 for Reading Zone materials (Beginning to Read materials): Discussed to be used in 2004.
2. Appropriation of \$2,000 from 2003 Sherwood Capital Improvement Fund for building rent:
Chan moved, seconded by Clover to transfer \$2,000 out of Sherwood Capital Improvement Fund to pay Sherwood building rent for another year. Motion carried.
3. Proposed 2004 Branch District Library Budget:
Public Comments: None
Re: Plan of Service – Page 7 - under (IV. Premises Maintenance and Capital Improvement) – last paragraph.

On motion by Jack Gay, seconded by Clover, the Board approved an amendment to Section IV (Page 7) of the February 19, 2002 Plan of Service to authorize expenditures from the 2/3 “banked” capital improvement funds for computer upgrade for 1) computer maintenance charges on the new Internet-based computer system and 2) computer hardware and software upgrades, with the understanding that at least 1/3 of the 2/3 “banked” funds will always be retained for future computer system needs, and that the 1/3 of the 1/10th mill SEV capital improvement set-aside each year shall continue to be distributed to the branches under the terms previously authorized in the Plan of Service. Motion carried.

Brown moved, seconded by Gay to add to the amended Plan of Service that breakdown of funds on the computer system will be reviewed in two (2) years. Motion carried.

4. Adoption of 2004 Budget:
Clover moved, seconded by Chan, to approve the 2004 Budget as amended. Motion carried.
- Gay moved, seconded by Brown, 2% across the board raise increase for library staff except Mills and Rucker effective first pay in January 2004. Motion carried.**
5. Plan of Service (2/19/02) – reconsideration: Page 7 - under (IV. Premises Maintenance and Capital Improvement) – last paragraph. (see Board motion above.)
6. Automation Librarian, J. Rucker:
a. Technology expenditures: Discussed
b. Acceptable Use Policy for the Public Computers: Pending

INFORMATIONAL ITEMS

None at this time.

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EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Gay moved to adjourn: Meeting adjourned at 8:10 p.m.

Respectfully submitted:

Carol Brown for Marilyn Ashdown

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