

10 E. Chicago Street - Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
January 19, 2004  
6:00 P.M.

DRAFT

President Dorothy Cherry called the meeting to order at 6:05 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Adam Hollingsworth (excused) (has resigned from the Board); Lynda Chan (arrived at 6:10).

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Walton Lane, CPL Board Representative; Pat Kaniewski, Bruce Mills, Director; Barbara Riegel, John Rucker, Richard Sharland.

APPROVAL OF AGENDA

Brown moved, seconded by Clover, to approve the Agenda of January 19, 2004 as amended with one addition to New Business #3 Rumsey & Watkins Contract for 2004, two additions to the Director's Report Informational Items: Grant that I am preparing and a letter wrote to Robert Rumsey. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

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

CORRESPONDENCE

1. Complaint from Pattie Walter (January 2, 2004)
  - D. Cherry response (January 12, 2004)
2. City of Coldwater - Tax Abatement from (January 13, 2004)
  - Putnam Machine Products
  - Middleton's The Spindle Railing Corporation

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FINANCES

1. Approval of the Bills: Brown moved, to approve the bills as submitted with clarification on the phone bills as far as why the Union City Twp, Alganssee & Sherwood bills are so much higher, seconded by Clover. Motion carried.
2. Financial Statement: Audit in progress.
3. Penal Fine Chart: (Period ending December 31, 2003) Discussed.

PENDING BUSINESS

1. Plan of Service (new paragraph Section IV, Page 7)  
Chan moved, seconded by Gay to approve the additional paragraph added to the Plan of Service on Page 7, Section IV. Motion carried.
2. Reports from Central and Branch Liaisons:
  - a. Coldwater: Lane reported:
    - ~ 72 visitors to the Heritage Room during the month of December.
    - ~ Setting a goal of 1500 for visitors in 2004.
    - ~ Year end financials not received from the City.
    - ~ CPL Board donated in memory of Carole's dad a book on woodworking.
  - b. Bronson: Carole Maddox reported:
    - ~ Little Girls Tea Party at the Bronson Library was great fun. Eleven children and three adults attended. Girls dressed up, they had a fashion show, tea party, played games and listened to a story. Shirley Van Dam presented the program.
    - ~ Shannon Siler is doing children's story hour weekly on Tuesday 4:30 - 5:30.
    - ~ After last years Summer Reading Program, Carole Maddox sent letters to the Bronson Schools with lists of children who participated. Jr. High Principal - Mark Heifner replied back. He matched students who were in the program, compared to students who didn't and graphed it. Students lost less reading skills over the summer. .67 participated, 2.56 didn't participate - he plans to push the Summer Reading Program in his school.
    - ~ Goals: more adult and children programs basic computer classes.
    - ~ Amish teachers are using our library. They come in and check out 50 to 60 books ranging from easy to adult. They bring children along with them to choose books.
    - ~ Carole mentioned she some times feels like the "United Nations." One day the Amish were using one-half of the library and the Spanish the other half on all the computers.
  - c. Quincy: Bobby Brickey reported:
    - ~ Waiting on an estimate for the office to be completed.
    - ~ Bids are now being accepted for five antiques tables and two antique mirrors, in the library basement.
    - ~ Story Hour runs about twelve children each Friday. Recent story hour themes included: Grandparent Day, Christmas Party (made a beaded ornament to take home); Friendship Day (shared some puzzle time with fellow story hour friends.)
    - ~ Lisa has made recent purchases of DVD movies. Patrons are very pleased.
  - d. Union Twp: Pat Kaniewski reported:
    - ~ We have a BDLS Board replacement for Adam Hollingsworth. Carol Walter has accepted and her name will be forwarded to the Board of Commissioners.
    - ~ A member of the U. C. Garden Club has decorated the table in the front window for each holiday. She is every creative and we've had many positive comments about it.
    - ~ We are making plans for Summer Reading.
    - ~ We are considering an adult reading program for late winter/early spring.

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- e. Sherwood: No report.
- f. Algansee: No report.

- 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.

\*Appoint a Committee for the use of the Kerr donation:

**Kerr Donation Committee: Jack Gay, Carol Brown, Lynda Chan**

- 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: January 2004 monthly report.
  - 3M Service Renewal - (April 2, 2004): Discussed.
  - Branch County Special Funds Budget: Penal fines for 2004
  - City Assessor's December 2003 Board of Review
  - DVDs and CD Books – purchased several.
  - Jumbo CD - action requested: Jumbo CD at Southern is scheduled to expire on February 28<sup>th</sup>. (Century Bank, Southern Michigan Bank & Trust, Monarch Community Bank)
  - Library manager's staff meeting December 17<sup>th</sup>: Full staff meeting Monday, Jan. 26<sup>th</sup> @ 9:00 a.m.
  - New librarian workshop in May 24<sup>th</sup>: Cataloging Training @ Petoskey, Michigan
  - Rucker evaluation: John Rucker was evaluated in accordance with his contract.
  - Trust distributions:
  - Union Township Board representative: Carol M. Walter
  - Universal Service Fund application in process: February 4<sup>th</sup> deadline.
  - Contacted ex-Mayor Rumsey inviting him to consider volunteering at the library.
  - Applying to the Michigan Council for the Arts & Culture Activities Grant.
- 9. Automation Report: Rucker reported:
  - Acceptable Use Policy for Internet Computers. Discussed.  
**Chan moved, seconded by Brown to approve the Acceptable Use Policy for Internet Computers. Motion carried.**
- 10. Statistical Reports: January 2004 – informational items
  - Book Budget
  - Use Statistics
  - Capital Projects Report:

#### NEW BUSINESS

- 1. Election of Officers: Meeting turned over to Director Mills, nominations from the floor for President.

Dorothy Cherry for President: **Clover moved, seconded by Gay. Motion carried.**

President Cherry assumed as Chairperson of the meeting. Are there nominations from the floor for Vice President? Secretary?

Gayle Clover for Vice President: **Gay moved, seconded by Brown. Motion carried.**

Marilyn Ashdown for Secretary: **Unanimous acclamation.**

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2. **Board Committees for 2004:**

New member in place of Hollingsworth all other <sup>Board</sup> broad committees stay the same.

3. **Rumsey Contract:** Brown moved, seconded by Gay to approve the renewal of the contract with Rumsey & Watkins at a fee of no more then \$13,490.00 for 2004. Motion carried.

Clover moved, seconded by Gay to authorize the president agree to pay Rumsey & Watkins no more than \$4,825.00 for the audit for 2003. Motion carried.

**INFORMATIONAL ITEMS**

None at this time.

**EXTENDED PUBLIC COMMENTS**

Sharland: How are the trust funds designed to the library? Discussed.  
Ashdown: The comment card on planning Saturday morning or evenings for working parents.  
Do our libraries have Saturday mornings and/or evenings?

**ADJOURNMENT**

Gay moved, seconded by Chan to adjourn: Meeting adjourned at 8:00 p.m.

Respectfully submitted:

*Marilyn Ashdown*

Marilyn Ashdown  
BDLS Board Secretary

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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