

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
February 16, 2004
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:02 p.m.

Welcome to Carol Walter from Union City who is replacing Adam Hollingsworth.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; James Troust, CPL Board Representative; David Rumsey, Rumsey & Watkins PC; Jeanne Berg, Lynnell Eash, Pat Kaniewski, Bruce Mills, Director; Barbara Riegel, John Rucker.

APPROVAL OF AGENDA

Ashdown moved, seconded by Brown, to approve the Agenda of February 16, 2004. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Clover, to approve the Draft Minutes of January 19, 2004 with a couple of typo's page 1 approval of the agenda; contract instead of contact; page 4 first line all board instead of broad; page 3 under Director's report applying instead of appling. Motion carried.

CORRESPONDENCE

1. None

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David Rumsey
Rumsey & Watkins PC

Mr. Rumsey reviewed the 2003 Audit with the Board members. GASB 34 (Governmental Accounting Standards Board out of New York) was explained. Inventory of all library assets will be needed for 2004. Two endowment funds the library received were Fisher and Stevens. Fisher's Fund has to be used for books and building maintenance. Fishers Fund you will be receiving for 75 years. Stevens Fund has no restrictions.

FINANCES

1. Approval of the Bills: **Gay moved, seconded by Chan, to approve the bills as submitted.**
Motion carried.
2. Financial Statement: Audit reviewed.
3. Penal Fine Chart: (Period ending January 31, 2004) Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. **Coldwater:** Minutes of the January 12, 2004 meeting James Troust reported:
 - ~ National Library/Volunteer Week was discussed. The Board discussed what would be done for the Heritage Room volunteer's gift or gift certificate.
 - ~ 61 visitors to the Heritage Room during the month of January down from the previous month due to the cold weather.
 - ~ We lost a wonderful and devoted volunteer Vera Zanardelli. A book on World War II will be purchased in her honor.
 - ~ Volunteers and staff in the Heritage Room will be attending the Kalamazoo Valley Genealogical Society Conference at the Portage District Library, Saturday, April 17th.
 - b. **Bronson:** Gayle Clover reported:
 - ~ Girl Scouts earned badges for computer use.
 - ~ Planning a Dr. Seuss party on Saturday, February 28th from 10:30 to 12:00. No age limit (pre-school thru 5th grade.)
 - ~ Checked with the township on painting the front door.
 - ~ Jim Schaefer gave a donation in care of his mother Alice Schaefer. Purchasing a couple of books on gardening and antiques in her honor.
 - c. **Quincy:** Bobby Brickey reported:
 - ~ Library office will be refurbished, hopefully use capital funds monies.
 - ~ A few older tables were sold by sealed bids. This money will be used for future projects or purchases for the library.
 - ~ Close to \$500 was collected in 2003 by the Friends of the Library book sales!
 - ~ Story hours have consisted lately of a Winter Picnic, (complete with blanket and picnic basket with snacks and lots of good stories), also a fun Valentine Party. Next week will be Bring Your Blankie Day with stories regarding this subject. The group remains around 10 – 12 children on Friday mornings. The size of a group enables us to provide snack and craft time.
 - ~ Lisa has applied to become a Notary Public, a service we feel will be of great use to the community.
 - ~ The library received an "In Honor of" donation recently, which enabled us to purchase new encyclopedias for our reference area and a set for the children's area.
 - ~ The public is very pleased that we have purchased DVD movies and audio CD's!

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

- ~ Valentines Day we had a "Read with Clifford" day including crafts and a drawing. Seven children attended.
- ~ Friday, February 20th, I will be attending a workshop in Lansing.
- ~ A Red Cross Babysitting Clinic has been scheduled for April 24th, from 10:00 – 4:00 p.m.

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

- ~ Held five weeks of preschool story times. Will start again March 11th for another 5 week session.
- ~ Captain Underpants Club is coming along nicely.
- ~ American Girls Club finally has a member. We start with one and watch it grow.
- ~ Knitting classes started for three Saturdays.
- ~ Union Schools really push accelerated readers so I picked up an updated list and will work towards getting more updated books to go along with their programs.
- ~ Attended the Sherwood Village Board meeting and gave a report on the libraries progress. They are very pleased with the direction the library is taking.
- ~ Held a pajama party in February. Showed a movie had popcorn and drink. Kids went home after 2 hours.
- ~ Rhonda had surgery today (carpal tunnel syndrome.) Linda B., and I are working together to find replacement help at Sherwood. Only need a Saturday and Tuesday covered at Sherwood.
- ~ Coming up: Beginning Computer Class, Birthday Party for Dr. Seuss, and the reading challenge.
- ~ Sherwood circulation was up.

f. **Algansee:** Lynnell Eash reported:

- ~ 15 members from the NIKA Group came out to tour the library and store in January.
- ~ Held five weeks of preschool story time. Will start again March 10th for another 5 week session.
- ~ Had three club meetings in January. Two American Girls Clubs and one Captain Underpants Club. Have had our February Valentine American Girls Club Meeting already.
- ~ Had to cancel our first Book Club for teens due to the weather.
- ~ Held a pajama party at Algansee last Friday. Seventeen (17) children attended. Very crowded room!
- ~ Coming up: Birthday Party for Dr. Seuss, Beginner Scrap Booking Workshop for adults, reading challenge.

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

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

4. **Personnel Committee:** Did not meet. (Scheduled for Thursday, February 26th @ 12:00 noon)

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.)

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7. Directors Report: Monthly Report February 2004:

- Held an all staff meeting, January 26th, the next meeting will be Monday, February 23rd.
- Branch County Township Supervisors Meeting – directly following our board meeting.
- Census Correction: Letter from Jan Wisniewski at the LOM regarding a change to our census figures.
- Commission on Aging: Heidi Rawson and I met with Sandy MacDonald of the Branch County Commission on Aging on Monday, February 2nd.
- Furnace Problem: Thursday, January 29th the heating system wasn't working properly. The furnace room on level 2 had a temperature of well below freezing (outside temp was at 7 degrees.)
- House Bill 5433: District Library Establishment of Act of 1989. The bill was referred to the Committee on Local Government and Urban Policy on January 27, 2004.
- Jumbo CD – I have requested rates from the three local banks. Renewal in two weeks – February 28th. **Brown moved, seconded by Ashdown, renew for 6 months at the highest rate either at Century, Monarch or Southern Michigan Bank. 6 yea, 1 no vote. Motion carried.**
- Leisure Reading Area: I approached the BDLS Friends Group about reupholstering the four orange chairs from the Leisure Reading area.
- Library Closing: Tuesday, January 27th, I decided to close the library. The arrival of much worse weather later that day confirmed that my decision was correct.
- Personnel Committee: Clarification on Board policies for the library.
- Relay for Life collections: The staff has decided once again to support the American Cancer Society's Relay for Life by raising money through luncheons and payments for wearing jeans on Fridays. As of Wednesday, February 4th, we have raised \$129.00 for this worthy cause.
- Success by Six meeting: I attended the monthly meeting of the Success by Six Committee of the Family Support Network. MSU extension has a lot to do with this program.
- Telephone Charges Question: In following-up on the differences between telephone bills for the various branches, we realized that Algansee, Sherwood and Union City were being charged more because they have more phone lines for the purpose of dial-up Internet.
- Troll Books Donation: Troll Books is going out-of-business, and is donating 1.5 million paperback books to Michigan Libraries. I have requested 8,500 of these books.
- Union Township Board Representative: Welcome to Carol Walter!
- What Libraries Can Learn from Bookstores: Very informative!
- Kids Place pre-school programming, very positive.
- 3M Security System: The desensitizers for the videos are not working, \$300.00 to replace.

8. Automation Report: Nothing to report.

- Visit our Staff Web page: <http://staff.brnlibrary.org>
- 6 Internet computers placed in Kids Place.
Cherry: Overflow of Reference Area going up stairs?

9. Statistical Reports: February 2004 – informational items

- Book Budget
- Use Statistics
- Capital Projects Report:

NEW BUSINESS

1. None at this time.

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INFORMATIONAL ITEMS

1. None at this time.

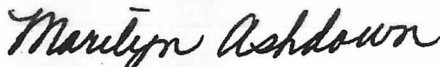
EXTENDED PUBLIC COMMENTS

Lynnell: One comment I received at Algansee, about closing the day of the snow a lady wanted to know who she should contact about having the library closed that day. I told her she had to contact Bruce, the Director, said she just wanted to thank someone for looking out for our family. I told her she didn't have to come to the library any how, she said no "you are a part of our Family." I'm just glad someone was watching out for you guys that you didn't have to drive on those roads.

ADJOURNMENT

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

Respectfully submitted:



**Marilyn Ashdown
BDLS Board Secretary**

Barbara Riegel, Recording Secretary

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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