

DRAFT

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

President Dorothy Cherry called the meeting to order at 6:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Carol Brown, (excused); Lynda Chan (arrived at 6:10 p.m.)

ALSO PRESENT

Jane Baldwin & Bobbie Brickey, Quincy Library Board; Pat Watson, CPL Board Representative; Deborah J. Morris, patron; Jeanne Berg, Linda Birkenbeul, Lynnell Eash, Pat Kaniewski, Bruce Mills, Director; Barbara Riegel and John Rucker.

APPROVAL OF AGENDA

Ashdown moved, seconded by Gay, to approve the Agenda of April 19, 2004. Motion carried.

BRIEF PUBLIC COMMENTS

Deborah J. Morris, patron: Has a fine of \$52.60, asking that it or a portion of it be waived. Discussed at length.
Ashdown moved, seconded by Gay, for Ms Morris to pay \$30.00 , which covers the price of the book, plus collection agency fee and waive the \$22.60 in fines. Motion carried.

APPROVAL OF MINUTES

Gay moved, seconded by Walter, to approve the Minutes of March 15, 2004. Motion carried.

CORRESPONDENCE

1. Rumsey & Watkins, P. C. (Records – How long?) informational item.
2. Thank you note from the family of Nancy Branch.
3. Cameron S. Brown (regarding House Bill 5433.)

FINANCES

1. Approval of the Bills: **Walter moved, seconded by Ashdown, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed. Place on file.
3. Penal Fine Chart: (Period ending March 31, 2004) Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. **Coldwater:** Minutes of the March 8, 2004 meeting. Pat Watson, reported:

- ~ Carole Bolton will purchase gift certificates from Meijers to be given to our volunteers during National Library Week.
- ~ Dave Renshaw and Betty Lynd will be attending the Genealogical Conference @ Portage District Library on Saturday, April 17th.
- ~ Genealogical Society wants to meet with the CPL Board for an answer & question period after next months CPL Board Meeting.
- ~ Discussed a memorial for Donna Baker.
- ~ June is election of officers.
- ~ Coldwater Yearbook to be purchased.
- ~ Discussed cleaning the curtains in the Heritage room.
- ~ Effective May 1st all copies and photocopies will be 25 cents.

Central Library: Marilyn Ashdown, reported:

- ~ Instead of having 6 or 8 weeks sessions of story hours in kids place we will now have them every Monday and Tuesday for pre-schoolers.
- ~ Plans underway for Summer Reading Program.
- ~ Kindergarten Registration packets provided to schools. (Total 225 for now and 50 for the Fall.) Includes registration cards; flyers for Summer Reading; articles about learning to read and helping children learn.
- ~ Babysitting Clinic: April 17th (10-4 Saturday) Library will provide pizza and pop for lunch. Friends have provided books and bookbags for them to use when babysitting.
- ~ Michigan Week: May 13th Program scheduled at Lincoln School (Library will sponsor and introduce speaker: topic – Michigan Week).
- ~ Outreach Program: Heidi has ordered carts and bags for agencies to use.
- ~ National Library Week: Books marks provided by Friends to hand out during the week.
- ~ Kidsplace will have Director reading “Barnyard Song” on Thursday evening in conjunction with statewide Michigan Reads celebration. Kidsplace (thanks to Ruth) will look like a barn. Come and visit!
- ~ Sponsoring a program along with Tibbits on April 27th in Kidsplace. Wil Reding will be doing animal characters relating to natural wildlife etc., 10:15 a.m. during Story hour. Will invite public as well.
- ~ Working on getting nametags for staff. In process.

b. **Bronson:** Gayle Clover reported:

- ~ Loosing Stephanie Davis to the Coldwater (Central) Library to work.
- ~ Carole placed an ad in Bronson Newspaper for part-time Library Assistant.
- ~ Jan Lehman will be hired to do the cleaning at the library.
- ~ Carole is checking with Lisa at Quincy about who they had design their office space. Would like to redo office and possibly library floor plan.
- ~ Jennifer Strauss is coming to do a Story Time June 12th on Michigan.
- ~ Tuesday, April 10th starting recyclable things and will display in case at library.

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c. **Quincy:** Bobby Brickey reported:

- ~ The Quincy Branch will be hosting the 2nd annual meeting of the Friends of the Library for all of the branches on April 27th @ 5:30 p.m.
- ~ The material for the office should be delivered on the 21st of this month. The room is cleared and ready. Lisa and Renee are very organized at moving contents of a room and maintaining order.
- ~ Lisa reports that many researchers have used the genealogy area this month.
- ~ Some of the microfilm for the old Quincy Herald Newspapers is breaking. John will be over to see what can be done about this. John is very much appreciated!
- ~ Plans have begun for the Summer Reading Program.

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

- ~ I was on vacation last week.
- ~ We had our second middle school board game night. Three attended.
- ~ Two signed up for Babysitting Training. I had to cancel because they wanted a minimum of six.
- ~ Adult March is Reading Month – patrons were asked to read at least 10 titles during the month. Two names were then drawn and each was given local gift certificates.

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

- ~ 402 circulation up!
- ~ Held a Scrap booking workshop, didn't have a really good turn out.
- ~ Memory of Sherwood program – really good turn out, but we needed more Senior Citizens there. The oldest was 78 years young. Three different people in their late 80's or early 90's.
- ~ Leo Smeer who is on the village board has a slide show – old post cards and pictures and reproduced them. He mentioned he would come and do that program sometime.
- ~ Held Easter Egg Hunt twelve attended. Played like a memory game.
- ~ National Library Week – story time planned. Baby goats will be there.
- ~ April 29th workshop scheduled.
- ~ May 1st will be the Library Book Sale & village wide garage sale.
- ~ Pat K., and I are hoping to get into Kindergarten Round-up at the Union City Schools.
- ~ March reading month. Challenge 10, 000 pages and they read 14,690 pages.
- ~ Request: From Capital Improvement Fund, there are two flower beds right in front of the library. Having the American Girls Club put one of the flowerbeds in and Captain Underpants do the other. Will get timbers, fence and bedding plants up to a \$100.00. **Chan moved, seconded by Walter, to approve \$100.00 out of the Capital Improvement Fund to go towards the flowerbeds for the children's clubs. Motion carried.**

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

- ~ First book review club and reviewed the book "In the Forests of the Night" by Atwater-Rhodes the author was 13 when she wrote this. Had a pizza party.
- ~ The next book we will be reviewing is: The Great Redwall Feast by Brian Jacques. Going to have ice cream.
- ~ Held a workshop on making icing flowers for cakes.
- ~ Easter egg hunt.

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- ~ Friends group sponsored a puppet show – Beauty and the Beast. Friends Group raised half of the money \$250.00, which was \$125.00 from different area businesses. Held at the township hall 54 people in attendances. Refreshments were served by the Friends Group
 - ~ April 27th workshop
 - ~ John will be teaching Creating Web Pages Workshop, on May 6th
 - ~ Workshop on Oriental Gardening, May 8th
 - ~ I attended the annual meeting of the Algansee Twp.
 - ~ Challenge pages, read this year 98,164 pages.
 - ~ Request: From Capital Improvement Funds purchase 3 bookcases make my Aaron Swartz in the adult area. Cost of \$1,125.00.
Ashdown moved to approve \$1,125.00 for Algansee to purchase 3 bookcases, supported by Walter. Motion carried.
2. **Building Committee:** (March 27, 2004) Building Committee met at 9:00 a.m. to consider what should be done in terms of building improvements. Bob Stow of GBKB Architects will be touring the library Wednesday, April 21st @ 9:00 to inspect the building for repairs. **Gay moved, seconded by Chan to have the architectural evaluation fees be paid for out of the Kerr donation. Motion carried.**
 3. **Children's Committee:** Did not meet.
 4. **Personnel Committee:** Did not meet.
 5. **Financial Committee:** Did not meet.
 6. **Technology Committee/Children's Internet Protection Act:** Did not meet.
(John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)
 7. **Directors Report:** Monthly Report: April 2004
 - Aquila Bill: The usage has been miscalculated due to an incorrect meter pressure from 7/22/02 to 2/20/04, adjustment is \$1,520.66. Board wants an explanation of the charges.
 - Representative Chris Ward letter on House Bill 5433.
 - Creating Cool Cities: Conference on Wednesday, April 14th (for young people in the community.)
 - GBKB Architects visit: Wednesday, April 21st @ 9:00 a.m.
 - Inside Google – article: Informational
 - Jury Duty: may be called for jury duty Wednesday, April 28th.
 - Literacy Council: Accepted a Board position. Meetings will be once a month over the lunch hour.
 - Possible Public Comments: Visitors from the public – unsatisfied with my responses to their problems.
 - Staff Meeting: March 22nd met with entire library staff. Next Staff meeting scheduled for April 26th.
 - On April 13th attended the Union Township Board Meeting.
 - Water Heater: K & M Plumbers have replaced the water heater, no more leaks.
 8. **Automation Report:** John Rucker reported:
 - On March 26th I attended a workshop on Wireless Internet Technologies, sponsored by the Michigan Library Consortium.
 - Two new projectors and screens have been ordered for BDLS to accompany our new motion picture site license.
 - Used some of the hardware portion of the 2004 budget to purchase a new server for the library.
 - Currently performing software upgrades to the staff machines. Public machines are finished.
 - A prospect to save on our phone bills by moving our service to CBPU's (VOIP) Voice-Over- Internet service. As the phone system ages, VOIP may be the way to go.

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9. Statistical Reports: Informational items
- Book Budget: (2004)
 - Use Statistics: (March 2004)
 - Capital Projects Report: (February 2004)

NEW BUSINESS

1. None at this time.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Nothing at this time.

ADJOURNMENT

Clover moved to adjourn. Meeting adjourned at 7:15 p.m.

Respectfully submitted:

Marilyn Ashdown
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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