

*Carried  
11/15/04*

**DRAFT**

**10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
September 20, 2004  
6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

Vice President Clover called the meeting to order at 6:02 p.m.

**PRESENT FOR ROLL CALL**

**Marilyn Ashdown; Secretary; Carol Brown; Gayle Clover; Vice President; Jack Gay; Carol Walter.**

**ABSENT FOR ROLL CALL**

**Dorothy Cherry; (excused); Lynda Chan (arrived 6:05.)**

**ALSO PRESENT**

**Jeanne Berg; Bobbie Brickey, Quincy Library Board; Lynnell Eash; Pat Kaniewski; Carole Maddox; Bruce Mills, Director; Barbara Riegel and John Rucker.**

**APPROVAL OF AGENDA**

**Gay moved, seconded by Brown, to approve the Agenda of September 20, 2004. Motion carried.**

**BRIEF PUBLIC COMMENTS**

**Bobbie Brickey reported that Jane Baldwin fell, she is in a neck to waist brace, no pain just uncomfortable. Wanted to tell everyone Hello!**

**APPROVAL OF MINUTES**

**Gay moved, seconded by Ashdown, to approve the Minutes of August 16, 2004. Motion carried.**

**CORRESPONDENCE**

- 1. Tax abatements:
  - ~ InterAmerican Zinc – Informational item
  - ~ Alchem Aluminum, Inc. – Informational item
  - ~ IMCO Recycling of Michigan – Information item

FINANCES

1. Approval of the Bills: **Walter moved, seconded by Gay, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: Ending August 31, 2004 – placed on file.
4. Century Bank and Trust - (8/01/04 – 8/31/04) - informational.
5. Southern Michigan Bank & Trust (8/17/04) - informational.

PENDING BUSINESS

## 1. Reports from Central and Branch Liaisons:

a. **Coldwater:** Minutes of the August 9, 2004 - CPL Board Meeting.

Ashdown reported: Attended the CPL Board Meeting, Monday, September 13<sup>th</sup>.

- o Purchased a copier (\$2,550.00) for the Heritage Room from Imagistics of Kalamazoo. Also, a print/copy network attachment.
- o Raised copies from 25 cents to 50 cents per copy.
- o Branch County Genealogical Society purchased and donated to the Heritage Room, The Cemetery Directory, Volume II.
- o Purchased for one year (\$200.00), The Family Tree Internet Program.
- o 138 visitors to the Heritage Room, 14 telephone request and 9 Internet requests.
- o Library curtains have been cleaned.

**Central News:** Jeanne Berg reported

- ~ Lap Time will begin 9/29/04 at 10:30 a.m. (Kids Place.) Sharon Dollan will be in charge of this since she is interested in a few more hours.
- ~ Chess Club Thursdays at 6:00 p.m. as long as there is an interest.

Bruce reported that the Heritage Room is conducting October Family History Month. Visits from schools, scouts and 4-H Groups are welcome!

Clover: I wanted someone to donate something to the Heritage Room and got the statement back that "well they throw stuff away."

*Clarification - items are not throwaway from any area of the Library.*

The Friends of the Library Book Sale at Applefest raised \$450.00.

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

- ~ Library Design Associates turned in a proposal for the Staff Work Space. The library will be closed one day.

**Gav moved, seconded by Walter, to accept the proposal of \$21,703.50 from Library Design Associates to redo the Bronson work area. Motion carried.**

- ~ I have to give credit where credit is due – Pat my clerk, did this months Spanish Heritage Month projects. We have done atlas of the world, countries once owned by Spain, famous Hispanic people, and a concentration game.
- ~ Wednesday, Thursday and Friday second graders will be visiting the library.

c. **Quincy:** Bobbie Brickey reported:

- ~ We get Genealogy/Reference Area requests quite often. Locals use this area each month, along with out of town calls, faxes, e-mails, etc.
- ~ A flagpole plaque has been made and mounted regarding it's 1997 donation by Mel Budd.
- ~ We had a September 11<sup>th</sup> remembrance display.
- ~ Story Hour will start up October 1<sup>st</sup>. Many young mothers are using the library lately. Story Hour schedules have been handed out.
- ~ Renee weeded the entire Juvenile Fiction area during the month of August. This was quite a task, and she does it well (as she does in all her duties.)

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

- ~ Have been asked to work at the central library from 5 – 8 Monday, will not be at the Board Meeting.
- ~ Increase in circulation for Union Twp., Library each month. For August 2004, it is nearly 8% over last year.
- ~ Request for Capital Improvement Funds:
  - 4 x 6 Library logo flag @ \$48.92 (outside when open)
  - Gaylord Book Shelf rolling unit @ \$505.80. (this will allow expanded shelf space rolled in and out of our “designated area” each day.)
  - Swinger Sidewalk sign with letters @ \$142.11.
  - Demco glass mount sign holder @\$89.99.
 Totaling \$790.00 plus shipping – these sale prices are effective until 9/30/04.

**Walter moved, seconded by Chan, to purchase the needed expenditures from Capital Improvement Fund of \$790.00 plus shipping. Motion carried.**

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

- ~ Started our monthly story hour.
- ~ American Girl's Club 4 girls enrolled, made Corn Husk Dolls.
- ~ Done away with Captain Underpants.
- ~ Started up a Magic Tree House Club. Three kids signed-up.
- ~ Adult Workshop on September 28<sup>th</sup> - Creating with Herbs.
- ~ Adult Workshop on October 5<sup>th</sup> - Creating web pages.
- ~ October 30<sup>th</sup> the Village will be handing out candy for Halloween.
- ~ The library will be holding a pumpkin carving.
- ~ The Village installed a new toilet. Eves will be replaced.

f. **Alganssee:** Lynnell Eash reported:

- ~ Started our Teen Book Review Club. Holding it every six weeks. First book we review was titled “Holes.”
- ~ October we will be talking about the Legend of Sleepy Hollow and compare it with the movie.
- ~ Monthly Story Hour.
- ~ American Girls Club we have 10 girls signed up.
- ~ Magic Tree House – 9 boys and girls signed up.
- ~ The Friends of the Library are having a Halloween Party for the community. Erica purchased a house and it does look like a haunted house, so they will be using it. ☺
- ~ Doing the Walnuts again! \$11.00 per hundred pounds.

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

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: September 2004
  - ✓ Expiring Board Members: Jack Gay and Carol Walter term expiring December 31<sup>st</sup>.
  - ✓ GASB 34: **Gay moved, seconded by Walter, to table GASB 34 issues until next month. Motion carried.**
  - ✓ Havel Bros: discussed.
  - ✓ Jumbo CD: 6 month Jumbo CD was renewed at SMB & T at a rate of 1.7%.
  - ✓ Library curtains: All cleaned.
  - ✓ Monthly Staff Meetings: Monday, September 27<sup>th</sup>
  - ✓ Title Change for Christopher Kimberlin: regular clerical staff status from \$5.47 - \$8.28 (4 hours weekly.)
  - ✓ TLC Upgrade: All went well.
  - ✓ Union Township Update: Ralph Strong still working on getting estimates.
- 8. Automation Report: September 2004
  - ~ TLC Upgrades: Upgrade went smoothly, library was open on time.
  - ~ Windows XP – Service Pack 2 – updating staff computers.
  - ~ Wireless Network – installing at the branches. Bronson should be finished.
  - ~ Planning and design for the new web site continues.
  - ~ Hosting a resume workshop for the Coldwater Jaycees, on Wednesday, September 22<sup>nd</sup>.
  - ~ Would like to schedule a meeting with the Tech. Committee, before budget is in place.
- 9. Statistical Reports: Informational items
  - Book Budget: (2004)
  - Use Statistics: (August 2004)
  - Capital Projects Report: (July 2004)

**NEW BUSINESS**

- 1. Copiers from Seaman's and Imagstics will be delivered this week for staff usage. Will decide what company to purchase from.

**INFORMATIONAL ITEMS**

Gay: I attended the Woodlands Coop meeting.

**EXTENDED PUBLIC COMMENTS**

No one at this time.

**ADJOURNMENT**

**Ashdown moved to adjourn.** Meeting adjourned at 7:45p.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.