

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
October 18, 2004  
6:00 P.M.**

**PLEDGE OF ALLEGIANCE**

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

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

**Carol Brown (excused); Lynda Chan (excused.)**

**ALSO PRESENT**

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

**APPROVAL OF AGENDA**

**Walter moved, seconded by Gay, to approve the Agenda of October 18, 2004. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Walter, to approve the Minutes of September 20, 2004 with three corrections (a.) Pat Kaniewski was not present at the meeting; (b.) clarification of Clover's statement for the Heritage Room (Bruce clarified things are not thrown away); (c.) the meeting adjourned at 6:45 p.m. instead of 7:45 p.m. Motion carried.**

**CORRESPONDENCE**

1. Tax abatements:
  - ~ Coldwater Products Inc. – Informational.
2. Christie Pearson Brandau, State Librarian; invites the Library to participate in the Michigan E-Library catalog. (The library will be participating with this through the Woodlands.)

## FINANCES

1. Approval of the Bills: Gay moved, seconded by Clover, to approve the bills as submitted.  
Motion carried.
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: Ending - September 30, 2004.
4. Century Bank and Trust - (09/01/04 – 09/30/04) - informational.
5. Southern Michigan Bank & Trust (10/08/04) - informational.
6. Bronson Fiduciary Reserved Fund: 2004.

## PENDING BUSINESS

### 1. Reports from Central and Branch Liaisons:

#### a. Coldwater: Minutes of the September 13, 2004 - CPL Board Meeting.

Ashdown reported: Attended the CPL Board Meeting, Monday, October 11, 2004.

- ~ The month of September the Heritage Room had a total of 96 visitors; 9 telephone requests; and 14 Internet requests.
- ~ October is Family History Month. Different school groups will be visiting the Heritage Room during that time.
- ~ The Heritage Room has extra copies of Yearbooks, City & Branch County Rural Directories and will be holding a Book Sale. Ad will be placed in the Daily Reporter.
- ~ The old copier will be donated to one of the school's. Instead of throwing it away. Once it is no longer working it will be disposed of.

#### Central News: Jeanne Berg reported

- ~ Lap Time has been slow. Sent out flyers to the churches.
- ~ The additional Story Hour on Monday is working out well.
- ~ The Chess Club – had 4 kids and one parent.
- ~ Nothing really new!

#### b. Bronson: Carole Maddox reported:

- ~ Meet the Clowns at the Bronson Public Library Saturday, October 23<sup>rd</sup> at 10:30 – 11:30 a.m. Refreshments will be served.
- ~ Visited a pumpkin patch the other day and picked up 25 pumpkins.
- ~ Beginning on Tuesday, October 19<sup>th</sup> children will be able to decorate pumpkins at the library. We will not be carving pumpkins.
- ~ Saturday, October 23<sup>rd</sup> the Bronson Woman's Club will be sponsoring "Make a Difference" Day. The sale will be at Dan's Market from 9:00 a.m. until 1:00 p.m. Bake goods, books, videos, tapes and puzzles and plants or money donations.
- ~ All proceeds will be given to the Friends of the Bronson Library who will purchase books for the library.
- ~ On November 13<sup>th</sup> from 9:00 – 12:00 the library will be offering a wreath decorating class. There will be no charge for this. Materials will be provided. Class will be limited to 10 so call and reserve a spot.
- ~ I visited the Fremont, Indiana new library, it is just beautiful.

- c. **Quincy:** Bobbie Brickey reported: - Jane couldn't make the meeting this evening but wanted to tell you all Hello!
- ~ Story Hour is in full swing; "Welcome to Story Hour" last week with a tour of the library, a discussion of how to treat books and each child got their hand photocopied on the copy machine.
  - ~ An Amish man recently completed some table and cabinet refinishing. Built a new cabinet to house the old Quincy Herald newspapers. Is presently refinishing some wooden children's chairs.
  - ~ Children's election! We are decorated like a polling booth/party convention, complete with a voting box (using the theme "Elect to Read" and a "I want you to Read" (Uncle Sam poster.) Children are voting for their favorite book. Votes will be tallied and the winning title will be announced November 3<sup>rd</sup>.
- d. **Union Twp:** Pat Kaniewski reported:
- ~ Thank you for approving Capital Improvement Fund expenditure last month. Three of the four items have been received.
  - ~ We have had two story times recently with no attendance. Two more are currently scheduled.
  - ~ We are considering a quilt club.
  - ~ Patrons want Monday hours. We have had a slow but steady increase in circulation since 2000, so we are requesting additional hours.
  - ~ I have contacted the business that is working to renovate BRB office space to see if they can make a "better use plan" for our limited space.
- e. **Sherwood:** No report.
- f. **Algansee:** No report.
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:** October 13, 2004 meeting minutes (John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)
- ~ Committee discussed goals for the year ahead; long-term and continuing goals. Informational, no recommendations or motion needed at this time!
7. **Directors Report:** October 2004
- ✓ Amnesty month for December 2004: Does not include those sent to Unique. **Walter moved, seconded by Ashdown, to have December 2004 for Amnesty month as outlined in Director's memo October 13, 2004. Motion carried.**
  - ✓ Copier Purchase from Seaman's: **Gay moved, seconded by Walter, to approve the Purchase or Lease of a Panasonic DP3010 copier at the Director's decision after he checks out additional terms for the lease. Motion carried.**
  - ✓ Color Printer for the public's use: **Gay moved seconded by Ashdown, to approve the purchase of a color printer with a three year service up to a maximum of \$3,000.00. Motion carried.**
  - ✓ GASB 34 – Meeting with Jim Seidl, Wednesday, October 20, 2004.
  - ✓ Finance Committee Meeting - needed: ready to present the 2005 Budget.
  - ✓ Leisure Reading Area remodeling: Planning process continues.
  - ✓ MLA Conference in Traverse City: I will be attending the MLA Conference in Traverse City / October 26 – 29, 2004.
  - ✓ Staff Meeting: Scheduled for Monday, October 25th @ 9:00 a.m.

- ✓ Union Twp. Branch request for additional hours of operation: Gay moved, seconded by Clover, to propose changes to the Union Twp. library hours as outlined by Bruce except changing Monday 2:00–7:00 p.m. instead of 12:00–5:00 p.m. and all changes should be forwarded to Union Twp. Board. Motion carried.

8. Automation Report: October 13, 2004  
~ Discussed.

**After One Year – Report:** Slightly over a year ago, I gave you a report detailing my assessment of the state of the Branch District Library's technological assets. While things were generally positive, I highlighted several areas that needed attention sooner than later, and laid out goals to be achieved. After a year of often long hours and hard work, I have to say that I am pleased. I have not yet achieved everything I wanted, but things are certainly operating smoother now than when I arrived here, and the library is in a better position to move ahead as far as technology is concerned. Several major points that I addressed a year ago. Submitted by John

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

#### NEW BUSINESS

1. Library Holiday Closings for 2005: Gay moved, seconded by Walter, to approve the Library Closing Schedule for 2005. Motion carried.
2. BDLS Board Meeting Dates for 2005 (roll call vote:) Gay moved, seconded by Walter, the meeting schedule for 2005. Roll call vote: Ayes: 5 Nays: 0 Absent 2
3. Amnesty month for December 2004: (See the Director's Report – first item.)

#### INFORMATIONAL ITEMS

None at this time.

#### EXTENDED PUBLIC COMMENTS

Clover: Any more information on the Aquila gas bill - settlement:

The Board also discussed the Comment and/or Suggestion cards.

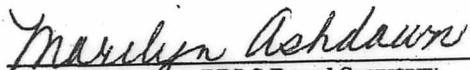
Gay: Dorothy, please accept the Board's condolences in the passing of your mom. In memory of your mom the Board would like to purchase a book on the "Roaring 20's" in the amount of \$75.00. Gay moved, seconded by Ashdown, to purchase a book on the "Roaring 20's" in memory of Margaret Daly, in the amount of \$75.00. Motion carried.

Dorothy: Thank you!

#### ADJOURNMENT

Ashdown moved to adjourn. Meeting adjourned at 7:36 p.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.