

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
November 15, 2004
6:00 P.M.**

President Cherry called the meeting to order at 6:01 p.m.

PLEDGE OF ALLEGIANCE

Led by Marilyn Ashdown

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one!

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Lynnell Eash; Pat Kaniewski; Carole Maddox; Bruce Mills, Director; Barbara Riegel; John Rucker; and Richard Sharland, Board Consultant.

APPROVAL OF AGENDA

Brown moved, seconded by Walter, to approve the Agenda of November 15, 2004 with one addition of the 2005 Budget to the Finance Committee section. Motion carried.

PUBLIC HEARING ON ADOPTION OF THE 2005 BUDGET

Open to the public for comments: None.

Refer to the Finance Committee: Page 3 - #5

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

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

CORRESPONDENCE

1. Tax abatement:

~ Asama Coldwater Manufacturing Inc. (Informational)

FINANCES

1. Approval of the Bills: Ashdown moved, seconded by Gay, to approve the bills as submitted.
Motion carried.
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: Period ending - October 31, 2004.
4. Century Bank and Trust - (10/01/04 - 10/31/04) - Informational.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. Coldwater: Minutes of the October 11, 2004 - CPL Board Meeting.

Ashdown reported: Attended the CPL Board Meeting, Monday, November 8, 2004.

- ~ Meeting started at 4:10 and ended at 4:30
- ~ The CPL Board voted to purchase a book in memory of Dorothy's mom – Margaret Daly on the "Roaring 20's."
- ~ The new copier is in place and copies will be 25 cents per copy.

Central News: Nothing at this time.

b. Bronson: Carole Maddox reported:

- ~ Meet the Clowns – 22 children attended. Served cider and donuts.
- ~ Saturday, Nov. 13th held a Wreath making class. Six (6) Red Hat ladies of Bronson attended. Inquired of what are we doing next?
- ~ Remodeling still ongoing. Have no idea when they will be doing the project, but was told they don't work on Monday's, bringing all the cabinets on Tuesday, installing on Wednesday. Which the library will have to be closed for those days.
- ~ Attended the Township Board Meeting and they decided we can do with what we want with the big table there in the library. Getting a price on the table and possibly putting it on e-bay!
- ~ The Township Board wanted to know who was doing the re-modeling; I told them it was the Library Design Company out of Holland. The Board looked in surprise ☺ / Holland, Michigan, not Holland.

c. Quincy: Bobbie Brickey reported: - Jane couldn't be here tonight but sends her love!

- ~ The Quincy Branch would suggest a closing of the library every four years on a Presidential election. The traffic situation made it very dangerous for mothers/young children.
- ~ The telephone caused a great problem this year. The Township received many calls on this Election Day, but had to tell each library caller to call back (with an agreement for us upstairs on how many rings to wait so we knew the call is for us.) The situation worsened when the voting workers received a fax tone (they cannot just leave their table to come inform us.) We were, of course, answering the phone as the day began, but the interruptions were too great, so we suggested they answer the phone. **(Practice already in place.)**
- ~ We wish to thank John Rucker for his prompt responses to any computer concern we have. His work is greatly appreciated.
- ~ Over a dozen families voted in our Children's election. There was three way tie for the most popular book: Magic Tree House series; Snappy Little Number; and Barbie books.
- ~ Story hour has had many new families attend. We currently have between 15 – 20 preschoolers.
- ~ We will be celebrating Children's Book week, November 15th – 20th. Each child checking out a book will receive a sucker and a cute bookmark, with book care statements on them.
- ~ Friends of the Quincy Library will be holding their Fall Book Sale, November 12th & 13th. Having an On-Going Sale during the year has generated quite a lot for the Friends Group also. Not sure of the exact amount that was made from the sale.
- ~ The Friends of the Library gave \$1,000.00 to apply towards the expense of the furniture in the basement.

- d. **Union Twp:** Pat Kaniewski reported:
- ~ Bob Boardman, who has worked to remodel both Quincy & Bronson Libraries, finally made an appearance on November 4th. He took measurements and said a response would take about two weeks.
 - ~ We are planning a Polar Bear Express Party for December 18th.
 - ~ Union Twp. Board agreed to our being open on Mondays. Beginning November 29, 2004 we will start our new hours.
 - ~ Holiday ornament workshops are scheduled for November 27th & December 4th from 9:30 - 11:30 for young fives through elementary and a parent.
- e. **Sherwood:** Lynnell Eash reported:
- ~ Nine people attended the Flannel Raggedy Quilt Workshop in October.
 - ~ Decorated the library. Did a haunted house! Figured about 100 people came.
 - ~ Village lights went out! Thought we would have to cancel "trick or treat" night.
- f. **Algansee:** Lynnell Eash reported
- ~ My clerk Wendy resigned. She went to the Reading Library.
 - ~ Becky Williams is filling in, and I told her to test it to see if she'd be interested.
 - ~ Friends held a Halloween Party. Set up a haunted house in Erica's house. Fifty-Five people attended. Refreshments and games at the library.
 - ~ Requests from Capital Improvement Fund: **Brown moved, seconded by Clover, to purchase the needed expenditures from the Capital Improvement Fund in the amount of \$3,113.00 plus shipping and handling. Motion carried.**
2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** Did not meet.
5. **Finance Committee: 2005 Budget report** Gay reported: Worked very hard to make this work! Good portion for books. Increased the utility area. Computer upgrades, hardware and software. No action at this time!
- Advertisement of Budget Hearing: newspapers, radio. Actually take out a yearly paid legal announcement. In order to comply, a meeting of the board will be scheduled.
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:** November 2004
- ✓ Annual report submitted November 4th for receiving state aid.
 - ✓ Barnett CD was renewed. Discussed.
 - ✓ Copier Purchase: Purchased a copier from Seaman's for staff use.
 - ✓ Furniture: Two desk of the Coldwater Public Library 1) the metal teachers desk in the hallway; 2) an antique desk on the 2nd floor area. The metal desk Bob from our janitorial service would like to purchase the desk. The staff is in question of the antique desk on the second floor, is there somewhere else we can put the desk? Gay suggested we keep the desk!
 - ✓ GASB 34 – Action Requested: I talked with Jim Seidl and he agrees we put it off for a year. Rumsey feels we never should apply. There will be a cost to it.
 - ✓ Havel Bros. Update: Discussed earlier.
 - ✓ HeritageQuest Online: Branch Genealogical Society has decided to pick up ½ of the \$550.00 for the database product. I will take it to the Coldwater Public Library Board to see if they would pick up the other \$275.00.
 - ✓ JP Janitorial Contract – Action Requested: Bob wants to continue services but have the library pick up the paper products and supplies. **Ashdown moved, seconded by Brown, to approve JP Janitorial contract. Motion carried.**

- ✓ Locke Masonry Bill: At the Union Twp Board Meeting I was handed a bill from Locke Masonry for \$1,700.00. The township has already paid for this and we have to reimburse the township. **Gay moved, seconded by Walter, to approve the bill for \$1,700.00 for masonry work on the back wall of the Union Twp. Library. Motion carried.**
- ✓ MLA Legislative Update: Bill HB4358 will not have a negative affect on the library penal fines.
- ✓ Music CD's: 400 music CD's from the music industry court settlement. Will be available in about a month. Need a piece of furniture to display.
- ✓ Salary Increases for 2005 – Action requested: **Gay moved, seconded by Walter, to approve salary increase for staff of 3% over this years figures and they are already in the 2005 Budget, effective the first full pay in January. Motion carried.**
- ✓ Staff Meeting Minutes: are not enclosed. Next staff meeting Monday, November 22nd.
- ✓ Union Township Board Meeting: November 9th I attended the meeting to discuss our plans for the change in hours. They approved unanimously of the new hours.
- ✓ Christmas Donation Letter: Ready to be mailed out.

8. Automation Report: November 2004
- ~ Desktop support and troubleshooting.
 - ~ Continue to upgrade staff computers.
 - ~ Decided with the new color printer for the public – copies will be 25 cents per copy. Have some software problems. But should be up and printing soon.
9. Statistical Reports: Informational items
- Book Budget: (2004)
 - Use Statistics: (October 2004)
 - Capital Projects Report: (2004)

NEW BUSINESS

1. Nothing at this time!

INFORMATIONAL ITEMS

1. None at this time.

EXTENDED PUBLIC COMMENTS

Clover: Any more information on the Aquila gas bill.

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

- ~ Favorite spot added to the District Library System Website: Already in place.
- ~ CD titled "Angels in America". Has this been resolved!

ADJOURNMENT

Brown moved to adjourn. Meeting adjourned at 7:20 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.