

*Corrected  
1/17/05*

DRAFT

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

President Cherry called the meeting to order at 6:06 p.m.

**PLEDGE OF ALLEGIANCE**

**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; Eric Ewers, Algansee Township Supervisor; Bruce Mills, Director; Barbara Riegel & John Rucker.

**APPROVAL OF AGENDA**

**Brown moved, seconded by Chan, to approve the Agenda of December 20, 2004 with two additions to Union Twp an electric bill; and a change in hours at Algansee library. Motion carried.**

**PUBLIC HEARING ON ADOPTION OF THE 2005 BUDGET**

**Gay moved, seconded by Brown, to approve the 2005 budget. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Chan, to approve the Minutes of November 15, 2004. Motion carried.**

**CORRESPONDENCE**

1. Letter from a Tax payer: Discussed.

### FINANCES

1. Approval of the Bills: **Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: Period ending – November 30, 2004 – placed on file.
4. Century Bank and Trust - (11/01/04 - 11/30/04) - Informational.

### PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

- a. **Coldwater:** Minutes of the November 8, 2004.

Bruce Mills reported:

- ✓ Ten (10) people showed up for the Randall Hazelbaker signing. Sold about a dozen books.

**Central News:** Nothing at this time.

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

- ✓ Trying to redo their work area: Tentatively January 6, 2005, Thursday bringing the material and installing on January 7<sup>th</sup>. John will be disconnecting computer January 5<sup>th</sup>.

- c. **Quincy:** Bobbie Brickey reported: - Jane couldn't be here tonight but sends her love & a Merry Christmas to you all!

- ✓ Mr. Schmucher (the Amish man) returned some children's and adult chairs, along with a small table. They look very nice.
- ✓ Lisa made a plea to the Quincy High School Yearbook editor, in hopes of replenishing some missing years (stolen yearbooks) from our QHS collection. People use these quite often and finding these missing volumes would be beneficial. Now that these are kept in our new genealogy area, theft should not be a problem.
- ✓ Have not noticed anyone using our wireless service yet.
- ✓ The South African Christian Mission & Cape Bible Seminary representative came, following our November book sale, and found some selections. These will be sent to their missionary in South Africa who is setting up libraries for the South Africans to use.

- d. **Union Twp:** Bruce Mills read report submitted by Pat:

- ✓ 23 children attended our Polar Express Party held on Saturday, Dec. 18. We had crafts, games, and singing Christmas carols and announced winners of the coloring contest.
- ✓ Our very first Monday open was a success. Over 40 people entered, some for the first time. Still not seeing any evening activity after 5:00 pm, when the majority of businesses are closed.
- ✓ Notice we experienced a 9% increase in circulation for November.
- ✓ No word from Bob Boardman regarding reorganizing our work space.
- ✓ Patrons commenting on new monitors and scanner that John put in.

Received a bill from J. A. Clark Electric, Inc., for \$700.00, install heat trace in gutter and down spout. Second half of the project. This bill is already paid by Union Twp. after approval the library will cut a check for them. **Walter moved, seconded by Gay, to approve payment of the \$700.00. Motion carried.** Carol Brown voted no, the Twp needs to get the eaves fixed first. Will reimburse after the problem is solved.

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

- ✓ American Girl Tea at Sherwood twelve in attendance. Reporter showed up and took pictures.
- ✓ Pre-school story time, 3 pre-schoolers in attendance.
- ✓ When Becky left and Janice hired, I have been filling in working at Algansee on Tuesdays and Gina and several from Central have been helping at Sherwood.
- ✓ Getting a lot of ideas – requests for different books. Gina and I planned adult programs.

f. **Algansee:**

- ✓ Eric Ewers, Supervisor: Change in hours for Algansee. The Algansee Township Board approved the following changes to the hours on December 6, 2004: (Tuesday 9:00 a.m. – 12:00 p.m.); Wednesday and Friday (12:00 p.m. – 6:00 p.m.) Annual review in March 2005 prior to the expiration of the contract.

**Brown moved, seconded by Walter, to approve the change in hours at the Algansee Library. Motion carried.**

- ✓ Lynnell reported: Last month I reported that my clerk had resigned. Becky Williams has been trying the job out and decided she wasn't interested in it. We have now hired Janice Clark. She is in training.
- ✓ Items I asked for from the Capital Improvement Fund, everything is in but the desk.
- ✓ Held an American Girl Christmas Tea. Held at the Kinderhook Twp hall. Had a nice turn out.
- ✓ Magic Tree House - Christmas Program there also.

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

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

4. **Personnel Committee:** Did not meet.

5. **Finance 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:** December 2004

- ✓ Amnesty Month: Going very well!
- ✓ Aquila charges: Old meter usage rate of .25 lbs. the new meter 2.0 lbs.
- ✓ Election of Officers for 2005: Board meeting January 17, 2005
- ✓ Fund raising letter: 338 mailed out – 21 returns as of today!
- ✓ HeritageQuest On-line: Has been ordered. Available at the library.
- ✓ Large Print Reader. Donation received from Elmer Houghton Family of Bronson. Will be housed at Coldwater location (Central Library.)
- ✓ Senate Bill 1202: This bill creates the establishment of TIFAs for historic districts, with a possible challenge to new tax revenues for the library.
- ✓ Staff Meeting: Minutes of November 22<sup>nd</sup>. Next schedule Staff Meeting Monday, January 24, 2005.

8. **Automation Report:** December 2004

- ~ Additional sum of \$25,000 was available for automation purchases. I used these funds to move ahead my purchasing plan.
- ~ Installed all of the monitors, scanners and updated the antivirus software.
- ~ Old monitors that we replaced are being disposed of in accordance with Board policy. May be purchased for \$15.00.
- ~ Getting the rest of the hardware out as soon as I can.
- ~ Adding meaningful content to my new web site design, soliciting staff feedback. The new design should be in place January or February.

9. **Statistical Reports:** Informational items

- Book Budget: (2004)
- Use Statistics: (November 2004)

**NEW BUSINESS**

1. Rumsey & Watkins letter on annual audit & services. **Gay moved, seconded by Ashdown, to table voting on the Rumsey & Watkins Contract until Board Members have a chance to read/study it. Motion carried.**

**INFORMATIONAL ITEMS**

None at this time.

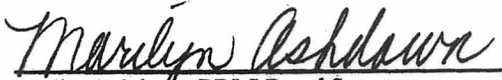
**EXTENDED PUBLIC COMMENTS**

Mills: I have responded to those who signed their name to the comment cards!

**ADJOURNMENT**

**Gay moved to adjourn.** Meeting adjourned at 7:00 p.m.

Respectfully submitted:

  
Marilyn Ashdown, BDLs Board Secretary

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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.