

*Corrected Minutes*

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
March 21, 2005  
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:07 p.m.

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

Carol Brown; Dorothy Cherry, President; Gayle Clover; Jack Gay, Vice President; and Carol Walter.

**ABSENT FOR ROLL CALL**

Marilyn Ashdown (excused); Lynda Chan (arrived 6:20 p.m.)

**ALSO PRESENT**

Bobbie Brickey, Quincy Library Board; Pat Kaniewski; Bruce Mills, Director; John Rucker.

**APPROVAL OF AGENDA**

**Walter moved, seconded by Gay, to approve the Agenda of March 21, 2005 with three additions: Director's Report: Orally add information items by Director; Pending Business #10: Rumsey recommendation not to keep "double books" as required under GASB 34; New Business #1 Woodlands Cooperative 2005 Retreat. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Bobbie Brickey – Jane wishes everyone a happy evening.

**APPROVAL OF MINUTES**

**Walter moved, seconded by Gay, to approve the Minutes of February 21, 2005 as corrected on Page 4, #8, item 2 Motion Picture Agreement, not PBS. Motion carried.**

Brown noted that Rumsey recommended we adopt a Capitalization Policy, which should be added to the Agenda. **Walter moved, seconded by Gay, that Capitalization Policy be added to the agenda under Finances #7. Motion carried.**

**CORRESPONDENCE**

- 1. None at this time.

**FINANCES**

- 1. Approval of the Bills: **Brown moved, seconded by Clover, to approve the bills as submitted. Motion carried.**
- 2. Financial Statement: Discussed, placed on file. Question on the amounts for Contract Services and Professional Services. Director will e-mail breakdown of these amounts to each member.
- 3. Penal Fine Chart: Noted.
- 4. Century Bank & Trust - Informational.
- 5. Bronson Fiduciary Reserved Fund: Informational.
- 6. Southern Michigan Bank & Trust: Informational.

*Corrected*

7. Capitalization Policy: Board discussed to some length. Director will contact Jim Siedl, Dave Rumsey and other libraries our size to get some input on capital assets – the dollar amount and estimated life of a capital asset. This info will be sent to the Finance Committee, which will meet to make a Capitalization Policy recommendation. Gay moved, seconded by Walter, to table until the Finance Committee comes back to the board. Motion carried.

**PENDING BUSINESS**

1. Reports from Central and Branch Liaisons:

- a. **Coldwater Public Library Advisory Board:** Minutes of February 14, 2005.

Bruce Mills reported:

- ~ The CPL Board would like a member from BDLS Board to attend their next meeting (2<sup>nd</sup> Monday of the month.) Concerned that the Woodward Trust will be spent down without other prospects of other money coming in. Lynda Chan, liaison for Coldwater, will attend. Director will get information of their finances before the meeting. Note that this problem is not an immediate situation.

**Central News:**

- ~ Nothing at this time.

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

- ~ Carole has been out with pneumonia.
- ~ They have been busy with plans for March Reading Month and a program with Binder Park Zoo , April 8<sup>th</sup>.
- ~ Membership applications and envelopes are available.

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

- ~ Program sheets are available at Circ Desk listing dates and time of story hours, upcoming monthly programs and activities and meetings.
- ~ Equity Studios photographed some wonderful old Quincy postcards for use in "From Moccasins to Main Street."

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

- ~ Design Consultant returned with two plans, but had used wrong dimensions so he will redo them.
- ~ Babysitting Clinic will be April 16<sup>th</sup>, 10:00 – 4:00.
- ~ Annual BDLS Friends meeting will be held April 19<sup>th</sup> at 5:30 p.m. in the Union City Fire Hall.
- ~ The library stayed open during the Board of Review last week.
- ~ There was a 5.5% gain in circulation last month.
- ~ "Cross" stickers used to denote Christian Fiction is in question. Call Library of Michigan Attorney. ALA is against all labeling.

Carol Walter reported:

- ~ Questions on township's intentions about the library/township building. Cherry will contact Jerry Hubbard. Mills will hold off on Library Design regarding the building.

- e. **Sherwood:** Bruce reported for Lynnell:

- ~ Basket making workshop was very successful.
- ~ Sherwood Clerk Gina Horn did a St. Patrick's Day theme story time.
- ~ Steven's Puppets will perform Beauty and the Beast April 7<sup>th</sup> @ 3:00 p.m. to kick off National Library Week.

- f. **Algansee:** Bruce reported for Lynnell:

- ~ The Tuesday Scrap booking sessions were very enjoyable.
- ~ Public Internet was down two weeks due to phone line. Thanks to John it's fixed.
- ~ National Library Week will be kicked off with the Zoo mobile coming April 8<sup>th</sup> @10:00 am, held at the township hall.

2. **Building Committee:** Needs to schedule a meeting.

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

*Collected*

4. Personnel Committee: March 9, 2005 / Gay reported:
  - ~ Bruce Mills discussed QSAC & compliance.
  - ~ Personnel Manual will be retooled to "Employee Manual" for all employees rather than just hourly.
  - ~ Management will wear nametags with their names: Staff will wear tags with just "staff" as they did not want their names on because of safety issues.
  - ~ Questions for a survey to be administered during National Library Week were discussed.
5. Finance Committee: Needs to schedule a meeting.
6. Technology Committee/Children's Internet Protection Act: March 10, 2005

\* Cherry Reported:

- ~ Copies of backup data tapes will be stored at another library branch.

and # 8 Automation Report: Rucker reported

- ~ Due to possible furnace failure, John investigated and explained to the Board four (4) options for devices to remotely monitor temperature in the library. The committee recommended the one, which will automatically call four telephone numbers to report on unsatisfactory conditions at a cost of \$370.00. No motion needed.
- ~ The Building Committee will consider options to recommend new furniture for the computers. And recovering of chairs in the reference area.
- ~ The Web Privacy Policy was tabled.
- ~ Long-term Purchasing Plan and Library of Michigan Technology Plan was presented again. **Gay moved, seconded by Brown, to adopt the BDLs Technology Plan. Motion carried.** Wonderful job, John!
- ~ John presented options to update the phone system. **Brown moved, seconded by Chan, to authorize expenditure up to \$5,000.00 to have Avaya update phone system at Central. Motion carried.**
- ~ See new line on the statistical reports due to the new web server being able to track more usage stats.
- ~ The new router is in place, programmed and operational tomorrow.
- ~ John asked for approval to buy equipment from his \$15,000.00 budgeted for the year. **Chan moved, seconded by Walter, to approve expenditure of \$13,997.38 to fulfill 2005 Tech Plan. Motion carried.**

(John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)

7. Directors Report: March 2005
  - ~ 2004 Annual Report was sent in board packets and is available at all branches. Board instructed Bruce to send copy to all townships.
  - ~ Breakdown of revenue accounts was given as requested.
  - ~ Board's position on closing of library due to bad weather was given to staff.
  - ~ Jumbo CD was renewed at SMB&T at 2.5%.
  - ~ On Bruce's reporting of the Kerr Endowment Project and Bob Stow's plan, Cherry suggest the Building Committee meet to study the situation and come up with recommendations including the Circ Area.
  - ~ Any interested board member can review the Nationwide Deferred Comp. Program.
  - ~ An update on QSAC was given. Will bring back to Board beginning with by-laws.
  - ~ Staff meeting minutes in Board packet.
  - ~ There was no further word on patron comment on a book or on Bruce's letter, which was a good response.
  - ~ Return of the user survey is being looked into. Questions are being decided on.
8. Automation Report: Refer to #6, page 3.
9. Statistical Reports: Informational items
  - > Book Budget: 2005
  - > Use Statistics: February 2005
  - > Capital Projects Report - 2005

10. Rumsey & Watkins recommendation regarding "GASB 34" that we not comply:
- ~ MUCH, much discussion pro and con.
  - ~ **Brown moved, seconded by Walter, to reopen the issue whether library should comply with "GASB 34".**  
**Roll Call Vote: Walter, Yes; Gay, No; Brown, Yes; Clover, Yes; Chan, Abstain.**  
**Motion carried.**
  - ~ More discussion followed. **Clover moved, seconded by Walter, that the library not comply with "GASB 34."**  
**Roll Call Vote: Walter, Yes; Gay, No; Brown, Yes; Clover, Yes; Chan, No.**  
**Motion carried.**

#### **NEW BUSINESS**

1. Woodland Library Cooperative 2005 Retreat:
- ~ May 12<sup>th</sup> – 13<sup>th</sup>, Hillsdale - \$76.00 each
  - ~ Jack is going, Dorothy will go if Marilyn can't, and Bruce will be there.
  - ~ Long-term goals and objectives will be discussed.

#### **INFORMATIONAL ITEMS**

Covered all.

#### **EXTENDED PUBLIC COMMENTS**

Comment Card: Coat rack and umbrella stand are needed. Good idea was the consensus of the Board. It could be part of the Library Design Plan.

#### **ADJOURNMENT**

Meeting adjourned at 8:20 p.m.

Respectfully submitted:



Carol Brown, Acting  
BDLS Board Secretary

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