

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes**

**Sherwood Library
118 Sherman Street
Fire Station Building
Sherwood, MI 49089**

**June 20, 2005
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Marilyn Ashdown, Secretary; Dorothy Cherry, President; Gayle Clover; and Carol Walter.

ABSENT FOR ROLL CALL

Carol Brown, excused; Lynda Chan, excused; Jack Gay arrived @ 6:04 p.m.

ALSO PRESENT

Lynnell Eash; Carole Maddox; Pat Kaniewski; Bruce Mills, Director; Barbara Riegel.

APPROVAL OF AGENDA

Walter moved, seconded by Clover, to approve the Agenda of June 20, 2005. Motion carried.

BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Gay moved, seconded by Walter, to approve the Minutes of May 16, 2005. Motion carried.

Ashdown moved, seconded by Gay, to approve the Special Board Meeting Minutes of May 26, 2005 with one correction the name of the Architect should read GBKB, instead of BGKB. Motion carried.

CORRESPONDENCE

1. Nothing at this time!

FINANCES

1. Approval of the Bills: (5/27/2005 & 6/10/2005)
Clover moved, seconded by Gay, to approve the bills of as submitted. Motion carried.
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: May 31, 2005 – Informational.
4. Ralph Kerr Donation - Informational.
Gay moved, seconded by Clover, to purchase two (2) of the Bookcraft Computer Centers for the Reference Floor for \$9,000.00 in Natural Oak, including Shipping & Handling coming out of the Capital Improvement Fund and the remaining \$2,000.00 would come out of the Kerr Donation. Motion carried.
5. Bronson Fiduciary Reserved Fund 2005 – Informational
6. Southern Michigan Bank & Trust: June 9, 2005 - Informational.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. **Coldwater Public Library Advisory Board:** Minutes of May 9, 2005.
 - Ashdown reported: that Bruce is looking into purchasing a new Micro-Film Reader for the Heritage Room.

Central News:

Bruce reported:

- A lot of decorating for the Summer Reading Program in Kids Place.

Ashdown reported:

- 451 signed up for Summer Reading Program.
- Making Kids Place look like a castle. Loretta painted the dragon that hangs on the large window of Kids Place. Ruth hung Rapunzel's hair out the window. Drive by and check it out!
- McDonald's donated two bikes to give away.
- All the children that complete the Summer Reading Program are entered into the drawing to win a bike.
- The juggling show with Jim Merrills is planned for July 7th @ 9:00 a.m. and door prizes will be awarded.
- Special projects – kids can do anything they want such as posters, paintings and etc., and the projects are due on September 2nd they will be on display throughout the library, staff will do the judging.

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

- ~ Summer Reading Program – as of Friday 60 children have signed up.
- ~ The school principals from the two elementary and middle school will be doing a program at the library this year. They gave each child a book, and are doing book talks.
- ~ Never visit the library on a Wednesday morning – we had 45 kids in a 20-minute period.
- ~ Each child has to have a Library card.

- c. **Quincy:** Dorothy Cherry reported:

- ~ Jane Baldwin passed away!
- ~ Memorial to Quincy library.

Bruce reported:

- ~ There is talk about building an addition onto the library, a full new children's room that will be dedicated to Jane.

Ashdown reported:

- ~ I mailed a sympathy card to Dr. Baldwin from the Branch District Library. In the card I told Dr. Baldwin that we are going to have a children's program that will be dedicated to her also.

Carol Brown submitted after Board Meeting:

- ~ The Quincy Library Board Meeting; was a difficult meeting for all, as was our first without Jane Baldwin.
- ~ Peter Baldwin was present and will act as an Interim Trustee. Bobbie Brickey will continue to act as Vice President. Discussion took place regarding the new Endowment Fund, under the umbrella of the current Foundation.
- ~ Children's Area will be named after Jane, and a reception in her memory will take place once a painting (of Jane) is completed.
- ~ Names were taken into consideration for a new trustee position on the board.
- ~ A "field trip day" was discussed to look at some newly built libraries and some with additions in our area, so we can get ideas of structure, innovations and lighting. (Burlington, Tekonsha, Marshall, Homer, Fremont, Hillsdale, Jonesville, Colon and Marcellus.)
- ~ The Summer Reading Program is underway and has 91 children signed up (Preschool – 5th) and 13 in the Teen Program.
- ~ The Quincy Branch will host an Scholastic Book Fair for two weeks (July 12 – 23.)
- ~ Quincy looks forward to hosting the BDLS Board meeting on July 18th.

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

- ~ On June 6th, 45 people attended the Binder Park Zoomobile presentation. The presenter did a very good job and the program was well received. This was the first "Special Event" for our Summer Reading Program.
- ~ Among the children participating we have one-Day Care included in the program, as well as the BLAST children from Community Unlimited. We open early on Mondays to accommodate the BLAST group, reading them a story and giving out stickers. Forty were in attendance yesterday.
- ~ Saturday events have included face painting on June 11th and dragon stories and a handicraft on the 18th.

D. Cherry reported that she had a discussion with Ralph Strong and Jim Swain after the May meeting. Union is interested in the deal that Sherwood had, when the library pays them \$2,000.00 a year and they pay \$500.00 towards the cost of the library. Bruce checked into this. I called Mr. Strong back and informed him of our findings. Discussed at length.

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

- ~ Summer Reading Club has started. This year at Algansee and Sherwood I'm trying an Adult Summer Reading Club. Going great guns at Algansee. I have as many adults signed up as I do kids. At Sherwood the people are still trying to get used to it, there are two adults signed up.
- ~ Doing points for the adults, have to get 2,000 points. Will receive prizes. Recall on some of the prizes ;-)
- ~ Two Story Times: 3 for 5 year olds and 6 to 11 year olds for Sherwood. Story hour about Dragons.
- ~ Craft: Dragon Breath for the little kids – for the 6 – 11 year olds we made dragon magnets out of ice-cream spoons.
- ~ June 30th Sherwood will be having a 200 year Birthday Party for Michigan.
- ~ Stiner Flooring for carpeting: \$850.00. **Gay moved, seconded by Clover, to purchase carpeting for Sherwood out of the Capital Improvement Fund from Stiner Flooring for \$850.00. Motion carried.**

f. **Algansee:** Lynnell Eash reported:

- ~ School visits at Jennings. Did a puppet show call the Dragon Hunt.
- ~ Reading Club started going Great Guns!
- ~ Story Times 3 – 5 years old and 6 – 10 year olds.
- ~ Algansee the younger children are coloring a dragon. Will put them up in the library.
- ~ 6 – 10 year olds are creating a dragon.
- ~ This Saturday, June 25th is the Algansee Friends of the Library Booksale 8:00 a.m. – 3:00 p.m.
- ~ The next week having a Birthday Party for Michigan.

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

3. Children's Services Committee / Ad Hoc Committee: June 25, 2005

Marilyn Ashdown reported:

- ~ A lot of employee's were there and are dead set again being open on Sunday's.
- ~ Went Branch by Branch discussing issues that were raised on the Survey.
- ~ More books on: Non-fiction, Large print, Do-It-Yourself, adding to the AV Collection, Best Sellers, Christian Fiction and How To. Bruce mentioned that we should look into the Leasing Service for Best Sellers.
- ~ Discussed hours of operation in length. Committee suggested that the Branch managers look at their hours and listen to their patrons concerns. Make suggestion as far as hours of operation.
- ~ The noise level on the Reference Floor. People wanting to do research, homework, papers on Internet that there is so much noise from the kids that are there and talked about how to control the situation. I have several good ideas.
- ~ The committee recommends that the full board revisit the Unattended Children's Policy.
- ~ I would like to make a suggestion that the Children's Services Committee/Ad-Hoc Committee meet again and go through the major things and come back to the Board with recommendations. And also redo the Unattended Children's Policy. **(Scheduled for June 25th Saturday @ 9:00 a.m.)**

Bruce commended:

- ~ John mentioned that according to CIPA we are in violation of the children using the computers on the Reference Floor. Computers are not filtered the way they should be for kids.
- ~ This has come up all over the Woodlands Libraries lately. It is a behavior problem that I would like the Committee and Board to look at. There are a couple of City Ordinances, at least in Coldwater, dealing with behavior in the Library.

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: June 2005

- ~ Havel Bros. update: Discussed.
- ~ Herman Memorial Donations: Donations in the amount of \$1,305.00 to purchase large print books in memory of George Herman.
- ~ Insect eradication: called Griffin Pest Control to set roach and ant traps throughout the library.
- ~ Possible State Budget Cut: 9.7% cut next year in state aid to libraries.
- ~ Remodeling update: Bob Stow was at the library on June 17th to do a walkthrough with the prospective bidders.
- ~ Staff Meeting: There will be no staff meetings during the summer months.
- ~ Tables for Coldwater: Voted on earlier - Page 2 under Kerr Donation.
- ~ User Survey: Refer to: Page 4 under Children's Services Committee / Ad-Hoc Committee.

8. Automation Report: June 2005

- ~ May 27th attended a workshop at the Michigan Library Consortium in Lansing.
- ~ Still working on deploying this year's new equipment.
- ~ Brief article about the growing popularity of Audiobooks.

9. Statistical Reports: Informational items.

- Book Budget: 2005 - Informational
- Use Statistics: May 2005 - Informational
- Capital Projects Report: May 2005 - Informational

NEW BUSINESS

1. Nothing at this time.

INFORMATIONAL ITEMS

Nothing at this time.

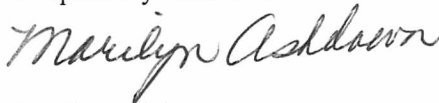
EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Ashdown moved, seconded by Clover, to adjourn. Meeting adjourned at 7:40 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.