

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

Bronson Library
207 N. Matteson
Bronson, MI 49028

October 17, 2005
6:00 P.M.

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

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

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

APPROVAL OF AGENDA

Brown moved, seconded by Gay, to approve the Agenda of October 17, 2005 with an addition to New Business: #1 Marilyn Ashdown. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Clover, to approve the Minutes of September 19, 2005. Motion carried.

CORRESPONDENCE

1. Assessing Officers Report for Industrial Facility Exemption Certificates (Quincy Branch.)
2. Tax Abatements: October 24, 2005
 - ~ Asama Coldwater Manufacturing, Inc., 180 Asama Parkway, Coldwater, MI
 - ~ Quality Spring/Togo, Inc., 355 Jay St., Coldwater, MI

FINANCES

1. Approval of the Bills: (9/16/05; 9/30/05; 10/01/05; 10/14/05)
Gay moved, seconded by Chan, to approve the bills as submitted. Motion carried.
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: September 30, 2005 - Informational.
4. SMB&T: 10/05/2005 - Informational.
5. Century Bank & Trust: 9/30/05 - Informational.
6. Ralph Kerr Donation: 10/14/2005 - Informational.
7. Bronson Fiduciary Reserved Fund - Informational.
8. Additional Information – Library Expenditures September 30th.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. **Coldwater Public Library Advisory Board:** Minutes of September 12, 2005

Ashdown reported:

- ~ Still trying to invite Phyllis Rosenburg but unable to get in touch with her.

Central News: Ashdown reported:

- ~ Decorating for Halloween
- ~ Kids Place planning on two Saturday programs.
- ~ Weeding out the books and if anyone knows of any place to send books, schools; i.e. Katrina. Please contact Jeanne.
- ~ Fire Dept. was at the library on Wednesday evening, people could ask questions and ride on the fire truck.

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

- ~ We have some question of who is paying the bill for the repair to the air conditioner (\$140.00.)

Ashdown moved, seconded by Walter, to have the Branch District Library pay the \$140.00 air conditioner repair bill for Bronson. Motion carried.

- ~ Be sure to look at the Tractor Display in our showcase.

Gayle Clover reported:

- ~ Talked with Ken Carpenter, Supervisor, tonight and he couldn't be here, but is interested in the library.

c. **Quincy:** Carol Brown reported:

- ~ All the energy efficient windows are in.
- ~ Two men from Star Glass were there Wed. 5th, 6th; 7th and finished up on the 11th.
- ~ In taking out the windows much coal dust puffed out and settled in the library. The coal train used to stop right across the street.
- ~ Renee, Lisa and Judy Dobson have been cleaning up in preparation for the memorial for Jane Baldwin. Invitation in your packet.
- ~ Story Hour started with a dozen youngsters.
- ~ There's a new copy machine in the library, which separates and staples. Will be a great help when putting out the Friends Newsletter.

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

- ~ Two weeks ago we had nearly 100 first graders and helpers tour the library. Read each group a story.
- ~ Annual fall tour of the businesses.
- ~ Sandy will be on vacation next week.
- ~ One person filled out an application for Carol's position on the Board.
- ~ Children going on beyond our 6th grade level. Running out of room.

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

- ~ Our "Owl Puke" story hour was a success!
- ~ Teen Club will be having their Halloween Party this Thursday.
- ~ American Girls Club will be having a Christmas Tea at the Wing House.
- ~ Having an adult workshop Tuesday night on wreaths.
- ~ Attending Advance Genealogy Workshop tomorrow in PawPaw.

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

- ~ Walnuts have started! We took our first load on Saturday and it was the biggest single load in the five years that we have been doing this. \$10.00 per hundred pounds of shelled walnuts. Around two years ago received over a \$1,000.00; last year it was about \$500.00. Saturday's load 1,872 pounds = \$187.00.
- ~ Starting our second block of programs. Run the Story Hours for 4 weeks and skip two, then run four again.
- ~ Taking some Thursday mornings off from Algansee for vacation.
- ~ Wednesday having Teen Club Halloween Party.
- ~ Both of the Teen Clubs voted they wanted to go to the Harry Potter Premiere. Movie will be playing in Coldwater or Battle Creek.
- ~ Friends Group will be having a haunted tent October 28th. The tent will be in three sections each section is scarier the further in you go. The young kids can exit at any section.

2. Building Committee: Did not meet.
3. Children's Services Committee / Ad Hoc Committee: Did not meet.
4. Personnel Committee: Gay reported the Personnel Committee met on October 6, 2005. Discussed were:
 - ~ Director's evaluations are mailed.
 - ~ Insurance for employees.
 - ~ Are employee evaluations being done?
 - ~ Funeral Leave: Was to further define a child living with/or without you (a child is a child.) Committee recommending 5 days regardless of who has the child for bereavement. Committee needs to go back to the drawing board, and clarify the bereavement policy all together. Check with County and the City of Coldwater to see what they do. (Oral report of the Personnel Committee Meeting.)

Bruce added:

- ~ COBRA policy does not correspond to what our insurance actually pays. When an employee leaves coverage is 18 months, our insurance will only cover them for 6 months. Check with Chuck Lillis.

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: October 2005:
 - ~ Air conditioner at Bronson; discussed earlier.
 - ~ Computer classes: Registration is closed - all classes are filled!
 - ~ Holiday Tour update: Out of the Woods florist has agreed to decorate the 1st floor of the library.
 - ~ Mulder's Moving: Services to move the book-shelving units. **Chan moved, seconded by Gay, to approve the proposal from Mulder's Moving. (6 yea, 1 no vote) Motion carried. (Expenditure approved and to come from the Kerr Donation.)**
 - ~ Public Relations Policy: **Ashdown moved, seconded by Brown, to approve the Public Relations Policy as amended. Motion carried.**
 - ~ QSAC update: All in place.
 - ~ Remodeling update: Will start this evening 10:00 p.m. - 6:00 a.m., working at night to stay out of the way of patron's and library functions.
 - ~ Staff Meeting: Minutes enclosed. Next meeting Monday, October 24, 2005.
 - ~ State Aid update: Budget was not settled on October 1st.
 - ~ Sunday Hours: Still getting the word out! Bruce was instructed to purchase a Sandwich Board to advertise Sunday Library Hours.

8. Automation Report: October 10, 2005
 - ~ Report discussed.
 - ~ **Walter moved, seconded by Clover, to approve the expenditure of \$3,759.00 from the set-aside fund for the future automation system and if that is not permitted under the way it was originally set-up then the monies will come out of the General Fund. (6 yea, 1 no vote) Motion carried.**

9. Statistical Reports: Informational items.
 - Book Budget: 2005 - Informational
 - Use Statistics: September 2005 - Informational
 - Capital Projects Report: September 2005- Informational

NEW BUSINESS

1. Marilyn Ashdown: Gene Wallace stopped and reminded me that my term on the Board will be up in December, and I'm hoping that you will stay on. I didn't realize that my term of office was up. I've decided that I'm not going to stay on the Board.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

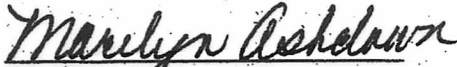
Kaniewski: I forgot to mention that Union City as a Village is seeking to find one night that all the stores are open, Thursday or Friday. They approached the library and wanted to know if we would change our Monday nights to whatever night the others are open.

Board addressed the Comment and/or Suggestion Cards:

ADJOURNMENT

Gay moved, seconded by Ashdown, to adjourn. Meeting adjourned at 7:40 p.m.

Respectfully submitted:



**Marilyn Ashdown, Secretary
Branch District Library System**

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.