

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
3rd Floor
November 21, 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; Dorothy Cherry, President; Gayle Clover; and Jack Gay, Vice President.

ABSENT FOR ROLL CALL

Lynda Chan (excused); Carol Walter (excused.)

ALSO PRESENT

Jeanne Berg; Janice Clark; Lynnell Eash; Pat Kaniewski; Mary Jo Kranz, Quincy Advisory Board; Carole Maddox; Bruce Mills, Director; Barbara Riegel and John Rucker.

APPROVAL OF AGENDA

Brown moved, seconded by Ashdown, to approve the Agenda of November 21, 2005, with correction under #5 Finance Committee did met on 11/11/05. Motion carried.

PUBLIC HEARING ON ADOPTION OF THE 2006 BUDGET:

Open to the public for comments: No one.
Refer to #5 Finance Committee – November 11th.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Gay, to approve the Minutes of October 17, 2005. Motion carried.

CORRESPONDENCE

1. Marilyn Ashdown letter of Resignation October 24, 2005: Retiring December 31, 2005.
 - ✓ Open House for Marilyn and Carol on December 19th @ 5:00 - 6:00 p.m.
2. Southern Michigan Bank & Trust – 3 open accounts.
 - ✓ Do Not Mail Statement Authorization Forms w/signatures: Library to turn over all banking statements to Rumsey & Watkins, P.C. **Brown moved, seconded by Clover, to approve the authorization for release of our bank statements to Rumsey. Motion carried.**

FINANCES

1. Approval of the Bills: (10/28/05 – 11/11/05)
Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.
2. Financial Statement: October 31, 2005 & 2004; Discussed, placed on file.
3. Penal Fine Chart: October 31, 2005 - Informational.
4. Century Bank & Trust: 10/31/05 - Informational.
 - ✓ Century Bank & Trust withdrawal; signatures needed. **Gay moved, seconded by Brown, to make the transfer as requested of \$27,553.75 into the general fund, to pay the bills that have been approved so far covered by the Kerr Donation. Motion carried.**
5. Southern Michigan Bank & Trust: 10/24/05; 11/04/05; 11/07/05. Informational.
6. Kerr Donation: Discussed.
7. Bronson Fiduciary Reserved Fund - Informational.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. **Coldwater Public Library Advisory Board:** Minutes of October 10, 2005

Ashdown reported:

- ~ I attended the November meeting. Basically the meeting most of it was spent discussing a letter from Nola Baker who works in the Heritage Room and she is asking for an increase in pay to \$13.50 and wishes to have hours increased from 25 - 30 hours a week. I was really glad I was there I probably should not have said anything, since I'm not a member of the City Board, but I felt that the District Board has a stake in this. Looking at her salary and a employee of the Branch District Library and she is paid on our salary scale that we have. She is asking for an increase in pay and I think we are opening a can of worms, personally. If we start picking out people to give raises in pay and not doing it for everyone. If she goes up to 30 hours a week in the Heritage Room plus her hours at the Reference Desk she could be inline for insurance, which would cost us about a \$1,000 or more per month if she goes back to a job that is not paid by the CPL Board. There is a lot of investigating that needs to be done on this before anything is done about making any decision on this issue. I personally felt like the correct way to have done this was to have given this to Bruce. Bruce should have brought this to the Personnel Committee because she is even though she works in the Heritage Room she still is an employee of the Branch District Library. Just like the aids that are paid by the penal fines in Quincy are still members of the Branch District Library and Lynnell who is being paid by Algansee Twp., extra hours she still is an employee of the Branch District Library not an employee of Algansee Twp. I feel Nola is an employee of the Branch District Library and we should look at this very carefully. Bruce and I have had a discussion about that. I will be attending the December Meeting. CPL has not taken any action in this matter. Too many unanswered questions at this point. She stated that since she had earned her Bachelor Degree she felt it was okay to ask for a raise in pay. We have numerous people that work on this library staff that have Bachelor Degrees that we don't give an extra amount for having a Bachelor Degree. Discussed at length.

Central News: Bruce Mills reported:

- ~ Construction taking longer then expected. Brand Construction reports to me they have finally received the pieces for the ceiling. Apparently the manufacturer was delayed in providing that. They are working on a roofing project this week, they will be back on the 28th next Monday to complete the project.

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

- ~ Bronson Women's Club had a make a Difference Day Sale at the Bronson Family Dollar Store raised \$500.00. All proceeds go to the library. Interesting thing about that too is there are only six members of that club and they put it all together.
- ~ St. Mary's once a month have been bringing in their 7th & 8th grade classes together. Spending three to four hours in the library. Only thing they ask me to do is show them where the non-fiction books are. Very good group wouldn't know they were in the library.
- ~ Furnace quit! Need a switch about \$200.00. A/C went out again also, thinking about getting both units. City and Township said they would pay 1/3, Friends said they would pay a 1/3, and if a 1/3 would come out of Capital Fund. Received one bid for both units was less then \$5,000. Both units were installed in 1988.
- ~ One bathroom – unisex bathroom.
- ~ Ramp /Lift - Making it handicap accessible.

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

- ~ Welcome to Mary Jo Kranz.
- ~ We celebrated Teen Read Week October 17 - 22.
- ~ Quincy Friends of the Library donated \$1000 toward our window project.
- ~ A handful of people stopped in after the Baldwin Reception to see Jane's portrait. This is an incredible gift from Pete Baldwin the for Children's Room. The Baldwin Reception offered a lovely afternoon for family, friends and locals. Over 150 were in attendance.
- ~ Starr Glass (of Battle Creek) completed the windows (including wrapping the outside.) They are a couple of very conscientious and quiet men, who did an impressive job.

Capital Money requested for the following Quincy purchases:

- ~ 1 - flat screen monitor for our genealogy microfilm reader area.
- ~ 2 - protective screens for monitors (\$400 - \$500 for these items according to John Rucker)
- ~ 1 - paper cutter from Taylor's (with laser light for accuracy) \$65.00
- ~ 1 - stool for circulation desk - (\$49 at Oak Express, for example, so as to match the woodwork and desk.)

Ashdown moved, seconded by Clover, to approve the capital fund request for Quincy purchase of no more than \$700.00. Motion carried.

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

- ~ Jeanne, Pat from Bronson and I went to a workshop at Albion on the 3rd, on early literacy.
- ~ Learned there are more libraries then there are McDonalds.
- ~ December 3rd, Saturday morning we will be having a parent / child craft time.
- ~ Saturday, December 10th, @ 10:00 a.m. Traditional Christmas Stories being read.
- ~ Next month: new board representative Pat Kne.

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

- ~ Shirts are in!
- ~ Attended a workshop in PawPaw on advanced genealogy.
- ~ Had teen Halloween Party.
- ~ Doing every other Saturday story hours. Doing away with the after school story hours.
- ~ American Girl Club program met and talked about Samantha the Victorian girl. Getting ready for our Christmas tea party at the Wing House.
- ~ During December a slow down in programs due to the holidays.
- ~ Past weekend our teen club went to the Harry Potter movie.
- ~ The Village is looking into running another line to the breaker fuse box.

Bruce reported:

- ~ I received a phone called from Loretta Tenny, Sherwood Village President this afternoon. I wrote a letter to her on October 5th after we received several request for extended hours. Their answer is they don't have the money and they think that we the district should pay for additional hours, since the Village pays more taxes then Union Twp. and the Union Twp. Library is open more.

Gay moved, seconded by Clover, to transfer \$2,000 out of the Sherwood Capital Improvement Fund to the General Fund to pay the \$2,000 rent provided for by Contract. Motion carried.

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

- ~ Held a wreath making workshop six people attended.
- ~ Author scheduled to come - I called to confirm. Was admitted to the hospital so he was unable to come. Will reschedule.
- ~ Teen Halloween Party.
- ~ Friends Group did the haunted tent.
- ~ Walnuts raised \$540.00
- ~ American Girl - going to the Wing House in December.
- ~ Teen Club went to the Harry Potter movie.
- ~ Going to Head Start in Quincy on Wed. to read a couple of stories there.
- ~ My 3 kids (goats) were born yesterday they are all boys. ;-)

Bruce reported:

- ~ Lynnell will be resigning from Algansee Library, December 31st. (Letter enclosed.)
- ~ Recommending that we keep a Branch Manager at Algansee. **Ashdown moved, seconded by Brown, to change it from a joint branch manager at Algansee and Sherwood and split it to have a Branch Manager and a Clerk at Algansee and a Branch Manger and a Clerk at Sherwood and continue with the hours that we have. Motion carried.**

2. Building Committee: Did not meet.
3. Children's Services Committee / Ad Hoc Committee: Did not meet.
4. Personnel Committee: November 7th & November 15th

Gay reported:

- ~ Discussed both on November 7th & 15th the director's evaluation. No action taken on the evaluation.
- ~ No vote on John's upgrade in insurance.

5. Finance Committee: November 11th Budget 2006 Discussed at length.

Gay reported:

- ~ The Committee discussed increasing salaries 3.5%, increase in utilities, decrease in our book purchasing, increase in insurance over all we were running in the red. Felt it is still a good budget. Recommended that the 2006 Budget be presented tonight. 3.5% increase in salaries was warranted in view of that we do not offer any other benefits to our employees, such as retirement funds, life insurance, disability insurance. The only benefit we can give them is a fair increase every year. Cost-of-Living is a little bit more.

Brown:

- ~ With such an increase in insurance why it wasn't considered having the employee's pay their deductible. If we have to decrease the book budget again we should be looking into this.

Any public comments: no one at this time.

Gay moved to introduce the 2006 Budget tonight, seconded by Brown. Motion carried.

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 2005:

- ~ Holiday Tour Update: Third floor is cleaned up for the tour. Out-Of-The-Woods Florist will be here on Friday to decorate the library.
- ~ Moving Experience: The moving process went smoothly for laying of the carpet.
- ~ Painting Quote: from Steve Blonde for \$1,700.00 bid for painting walls where new carpet has been installed. **Gay moved, seconded by Clover, to accept the quote from Steve Blonde of \$1,700 for painting. Motion carried.**
- ~ QSAC Essential: We received our QSAC Essential Rating from LOM.
- ~ Remodeling Update: Most everything else is completed as far as construction is concerned. Quote from Brand Construction for \$1,468.00, discovered as the men were working that Bob Stow had not made any accommodations for any shelving in that storage area. **Gay moved, seconded by Brown, to accept the bid from Brand Construction for \$1,468 to install shelving and brackets in the A/V storage area, in addition to the \$1,700 for painting, payment to come out of the Kerr Donation. Motion carried.**
Ashdown, Brown and Clover will seek out chairs for the reading area.
- ~ Staff Meeting: Minutes enclosed. Next meeting November 28th @ 9:00 a.m.
- ~ Sunday Hours: report enclosed. Agreed that at the December 19th Board meeting we will decide.
- ~ Please look at the Booking Privatization I put in your packet.

8. Automation Report: November 2005:

- ~ Clarification on Quincy Capital Request: For their microfilm machine. They wanted to use their money to get this item sooner than I would have according to the technology plan.
- ~ Gates Grant in the works. From the Bill Gates Foundation, paperwork is done. Spring or summer of next year. Computers should arrive late summer. Potential of getting 27 computers from the Gates Foundation.
- ~ Attended a USF workshop in Lansing, not many changes.
- ~ A cold weather phone system (Sensaphone) is in place, in the case of a power or heating failure.
- ~ At the Bronson Board Meeting last month I thought I had \$500.00 left in my capital fund, found out that I have \$981.00. With this difference I will order 1 computer and 2 monitors to replace some that have recently gone bad.

9. Statistical Reports: Informational items.

- Book Budget: 2005 - Informational
- Use Statistics: October 2005 - Informational
- Capital Projects Report: September 2005- Informational

NEW BUSINESS

1. Nothing at this time.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Comment / Suggestion Cards:

Gay: Lots of noise! Kids! Hearing about it month after month. We need to resolve this problem. Please do some immediate research then with Christmas coming up, Christmas holiday it might be a good time to visit some of the other libraries because that is when kids are going to be there. And make a recommendation to us in January and lets resolve this problem.

Mills: Said that every week the staff reports to me and says that if we cancel out games and chat a lot of this noise would be over in 5 working days.

Ashdown: Can this problem be directed to the Technology Committee? Have one day a week be set aside for games, then the rest of the week for school/ research.

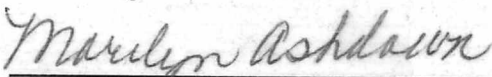
What I have heard in the schools are kids complaining that they are unable to do their homework on the computers. Kids playing games all the time.

Cherry: The comment/suggestion card on Checking out audio books for longer periods. Maybe three weeks for the larger ones should be considered.

ADJOURNMENT

Clover moved, to adjourn. Meeting adjourned at 8:48 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.