

10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
3<sup>rd</sup> Floor  
January 16, 2006  
6:00 P.M.

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

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

Carol Brown; Lynda Chan (left @ 8:20 p.m.); Dorothy Cherry; Gayle Clover; Jack Gay; Patricia Kne, Union Twp. Representative; and Georgann Reppert, City of Coldwater.

**ABSENT FOR ROLL CALL**

No one.

**ELECTION OF OFFICERS**

Meeting turned over to Director Mills, nominations from the floor for President. **Clover moved, seconded by Brown, Dorothy Cherry for President. Brown moved to close the nomination. Motion carried.**

President Cherry assumed as chairperson of the meeting.

Are there nominations from the floor for Vice President? **Brown moved, seconded by Chan, to nominate Jack Gay for Vice President. Motion carried.**

Nominations for Secretary: **Chan moved, seconded by Brown, to nominate Gayle Clover for Secretary. Motion carried.**

**ALSO PRESENT**

Phil Anderson; Jeanne Berg; Linda Birkenbeul; Janice Clark; Sandra Cunningham; 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 Chan, to approve the Agenda of January 16, with two additions under Pending Business #10 tabled motion on Sunday hours; #11 John's report on how libraries handle noise. Under New Business #2 The Plan of Service. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Pat Kaniewski introduced Patricia Kne, new Board member representing Union Twp.

Board introduced themselves and a hearty Welcome to Pat and Georgann.

**APPROVAL OF MINUTES**

**Gay moved, seconded by Clover, to accept the Minutes of December 19, 2005 as corrected. Motion carried.**  
See attached.

**CORRESPONDENCE**

1. Thank you note from Marilyn Ashdown.

**FINANCES**

1. Approval of the Bills: (12/23/2005 & 1/06/2006.)  
**Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Audit in Progress.
3. Penal Fine Chart: December 31, 2005 - Informational.
4. Century Bank & Trust: 12/31/2005 - Informational.
  - ✓ Century Bank & Trust withdrawal; signatures needed. **Brown moved, seconded by Gay, to approve the transfer as requested of \$52,722.29 into the general fund, to pay the bills that have been approved so far covered by the Kerr Donation (Mulder's Red Carpet Moving & Storage \$2,061.00; Willowbrook Interiors/Carpeting \$21,841.05; Brand Construction \$27,448.00 and Robert Stow, Architect \$1,72.24) for the reading area. Motion carried.**
5. Southern Michigan Bank & Trust:
6. Kerr Donation:
7. Bronson Fiduciary Reserved Fund:

**PENDING BUSINESS**

1. Reports from Central and Branch Liaisons:
  - a) **Coldwater Public Library Advisory Board**: Minutes of December 12, 2005

City appointed Representatives for CPL Board are: Lynda Chan & Georgann Reppert.

**Mills reported:** Nola Baker put in a memo in November requesting some changes be made in terms of pay, responsibilities and hours in the Heritage Room. I agreed to do some research for them on what other libraries are doing with their history room personnel. And, we want to see the status of that person (s), in different libraries and to see if what we are doing is about the same.

**Coldwater Central News:** Nothing at this time!

- b) **Bronson:** Carole Maddox reported:
  - ~ Started today putting in our new furnace.
  - ~ Gayle has been doing a lot of research on getting us a lift and handicap accessible. We are still in limbo on both until we get some actual dollar figures.
  - ~ Brand Construction was out Thursday and was suppose to come back Friday but it rained all day. So we haven't heard from them. They were to give us a ballpark figure. They estimated a figure of \$70,000. That would include the bathrooms.

**Clover:** I spoke with Mr. Walters the Superintendent of Bronson schools today and he is going to get me information about the handicap children in the area. We will find out what the need really is.

- ~ Last Wednesday we had our Bronson Advisory Library Board meeting and interviewed Lynnell Eash for my position. They highly recommended her for the job.

**Mills:** Apparently, according to our attorney we are going to have an open public posting for this job. Lynnell Eash will be Interim Manger. So we continue on.

**Cherry:** Spoke on the letter received from Attorney Charles J. Lillis.

~ Postings and other notes of interest discussed in length.

c) **Quincy:** Mary Jo Kranz reported:

- ~ Our Story Hour will start on Friday, January 27<sup>th</sup>
- ~ Brought along a picture from the Open House of the Jane Baldwin Children's Library Room. It shows Jane's portrait, Dr. Baldwin and their three sons. The endowment money for the Jane Baldwin endowment is now up to \$20,854.
- ~ Quincy is attempting to sell their old copier / fax machine = \$1,800.00
- ~ Our patron count for 2005 was 12,823.

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

- ~ Beat the Winter Blues-- 1/20 - 3/17/06
  - Adults - name in drawing at each time of check out
  - Drawing 3/17/06 for Union City Trifle game(s) plus one downtown \$10 gift certificate
  - K-4th grades-read 10 books get a Big Boy certificate
  - 5th-12th grades-drawing for \$5 gift certificate if 500 pages are read
- ~ February 11, 2006-Clifford will visit and read, plus do a craft with preschool children at 10:00 am.

e) **Sherwood:** Lynnell Eash reported:

- ~ Sherwood ended 2005 with 14% increase in Circulation.
- ~ Held our first American Girls Club in 2006 . Made heart shaped potpourri sachets.
- ~ We started our winter reading club on Saturday continues until February 25<sup>th</sup>. For K-12 year olds.
- ~ We had our first Saturday story hour. Made a mural. Took pictures of the kids, cut those out and put them into the picture. Four children attended.
- ~ Pre-school story time starts this week.
- ~ Adult workshop basket making is tomorrow night. We have six (6) signed up for that.
- ~ Other adult workshops I have scheduled Denim Raggedy Quilts, how to make them.
- ~ Another request for the Mosaic Stepping Stone workshop for those who didn't make it to the last one.
- ~ Leo Smurr has a program on the History of Sherwood he will be presenting later this year.
- ~ Our Teen Club will have their first meeting on Thursday, January 26<sup>th</sup>
- ~ Request: I talked with the Village Board to see if they would mind if we switched the hours from 2:00 - 5:00 p.m. on Tuesday and Thursday to 3:00 p.m. - 6:00 p.m. The Village doesn't have a problem with the change. I mentioned it to Bruce and he said to bring it to the Board.

**NOTE: Change in Sherwood hours: Tuesday and Thursday 3:00 p.m. - 6:00 p.m. / Saturday 9:00 a.m. - 12:00 p.m. noon**

**Mills:** I just keep thinking of all the Bookmarks we have made up! While we are in the process of making changes, Erica at Algansee has also mentioned a possible change that they want.

f) **Algansee:** Janice Clark reported:

- ~ Glad to be a part of the staff. Enjoyed everything so far, mostly learning. Anyone I call is very helpful.
- ~ Working towards scheduling for activities!
- ~ Friends meeting on Wednesday so I will check with Erica what she wants do to about the hours.
- ~ We will be discussing programs for National Library Week in April.

- ~ Lynnell helped me do the ordering for the new bookmarks and flyers for the new program.
- ~ All staff has been very helpful. And, next time I will have a little bit more to tell you!

2. Building Committee: Did not meet.
3. Children's Services Committee / Ad Hoc Committee: Carol reported for the Ad Hoc Comm., on furniture for the reading area from Wilbur's Furniture. **Clover moved, seconded by Gay and Chan, to approve expenditure up to \$10,000 on furniture for the reading area to include chairs and tables and other furniture needed in that area from the remaining Kerr Funds. Motion carried.**
4. Personnel Committee: Scheduled for Wednesday, January 25<sup>th</sup>
5. Finance Committee: Scheduled for Thursday, January 26<sup>th</sup>
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: January 2006
  - ~ Bronson Branch Manager Up-date: discussed earlier.
  - ~ December 2005 Fundraising Letter: BDLS received \$3,605.00; CPL (Holbrook Heritage Room) \$625.00.
  - ~ Painting at Coldwater: The painting that was requested is done.
  - ~ Remodeling Report: As soon as we get the withdrawal slip signed, we will be making our FINAL payment to Brand Construction.
  - ~ Rumsey & Watkins Audit: Audit is proceeding.
  - ~ Staff Meeting: Monday, January 23<sup>rd</sup> @ 9:00 a.m.
  - ~ Sunday Hours: The break down of the Sunday Hours is 50/50. The cost of keeping the library open on Sunday's is approximately \$7,500 per year. Discussed at length.
8. Automation Report: 1/11/2006: Rucker reported on.
  - ~ Server Upgraded.
  - ~ New Software:

**Clover moved, seconded by Gay, to authorize purchase of Deep Freeze from Faronics for \$1,557.90 or less. Motion carried.**

9. Statistical Reports: Informational items.
  - Book Budget: 2005 - Informational
  - Use Statistics: November 2005 - Informational
  - Capital Projects Report: 2005- Informational
10. Sunday Hours: **Chan moved, seconded by Brown, that the library remain closed on Sunday. Motion carried.**  
The board voted 4 - 3 to stay closed on Sundays (Coldwater Central.)
11. Computer Noise Complaints: (w/audio visual.) Rucker reported: Discussed in length.

### **NEW BUSINESS**

1. Board Committees 2006:
  - ~ Building Committee: Jack Gay, Lynda Chan, Gayle Clover, Carole Bolton, CLP Board Representative.
  - ~ Children's Services Committee: Gayle Clover, Patricia Kne.

- ~ Financial Committee: Carol Brown, Jack Gay, Dorothy Cherry.
- ~ Personnel Committee: Jack Gay, Carol Brown, Georgann Reppert.
- ~ Technology Committee: Dorothy Cherry, Jack Gay, Lynda Chan.

**Clover moved, seconded by Chan, to approve the Board Committees for 2006. Motion carried.**

2. Plan of Service: Needs to be updated.

### **INFORMATIONAL ITEMS**

Nothing at this time.

### **EXTENDED PUBLIC COMMENTS**

Comment / Suggestion Cards: Noise in Reference area.

Rucker: On behalf of Linda B., and other Staff we would like to request that a new item be added to the Agenda; under Pending Business we would like to see a line for Coldwater (Central) Branch Library.

### **ADJOURNMENT**

Meeting adjourned at 8:45 p.m.

Respectfully submitted:

Gayle Clover  
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.**