

Approved
02/19/2007

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Central Library
3rd Floor Conference Room
January 15, 2007
6:00 P.M.

MINUTES

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

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Dorothy Cherry, President; Jack Gay, Vice President; Lynda Chan, Georgann Reppert, Patricia Kne, Bonnie Frick.

ABSENT FOR ROLL CALL

Gayle Clover, Secretary (excused).

ALSO PRESENT

Lynnell Eash, Branch Manager; Bruce Mills, Director; Gina Horn, Secretary;
John Rucker, Assistant Director.

Public: Cindy Sebald

ELECTION OF OFFICERS

Meeting turned over to Director Mills, nominations from the floor for President of the Branch District Library Board. **Chan moved, supported by Gay, to elect Dorothy Cherry for President.** No other nominations. Nominations closed by Mills. **Motion carried.**

President Cherry assumed as Chairperson of the meeting.

Are there any nominations from the floor for Vice President? **Chan moved, supported by Kne, to elect Jack Gay for Vice President.** No further nominations; no further discussion. **Motion carried.**

Nominations for Secretary/Treasurer: **Gay moved, supported by Chan to elect Gayle Clover as Secretary to the Board.** No further nominations; no further discussion. **Motion carried.**

Committee Assignments

BUILDING COMMITTEE: Jack Gay; Lynda Chan; Gayle Clover; Carole Bolton, CPL Board.

CHILDREN'S SERVICES COMMITTEE: Gayle Clover; Patricia Kne; Georgann Reppert.

FINANCIAL COMMITTEE: Bonnie Frick; Jack Gay; Dorothy Cherry.

PERSONNEL COMMITTEE: Jack Gay; Bonnie Frick; Georgann Reppert.

TECHNOLOGY COMMITTEE: Dorothy Cherry; Jack Gay; Lynda Chan.

Chan Moved, supported by Gay to accept the committee assignments as announced. Motion carried.

APPROVAL OF AGENDA:

Reppert moved, supported by Kne to approve corrected agenda of January 15, 2007 with corrections of the date, (2007 instead of 2006) and one addition under Pending business # 10 Direct Deposit. Motion carried.

BRIEF PUBLIC COMMENTS

Cindy Sebald reported on Union Township meeting and Focus Committee meeting concerning new Library building in Union City.

APPROVAL OF MINUTES

Gay moved, supported by Kne to approve the Minutes of December 18, 2006 with one correction on page 4 under Automation Report (should be weekend not weekly upgrade). Motion carried.

CORRESPONDENCE

(No correspondence)

Finances

1. Approval of Bills: 01/05/07
Gay moved, supported by Kne to approve the bills as submitted. Motion carried.
2. Finance Statement: Not delivered the month of January, due to audit. We will receive full financial statements next month.
3. Penal Fine: 2007 (placed on file)
4. Bronson Fiduciary Reserved Fund:
5. Century Bank & Trust: 12/31/06 (placed on file)
6. Kerr Donation: 12/31/06 (placed on file)
7. Southern Michigan Bank & Trust:

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - a. **Alganssee Branch:** Mills reported:
 - ~ 2 story hours a week, Tuesday and Wednesday at 4 P.M.
 - ~ Preparing for National Library Week and some reading programs. We are now focusing on snowmen. We are reading lots of books and doing crafts on snowmen and snowflakes.
 - ~ Circulation is up 20%
 - b. **Bronson Branch:** Eash reported:
 - ~ Started a Winter Reading Club, last Thursday for children up to Kindergarten with 21 children.
 - ~ An Afternoon Movie Scheduled for next Friday, we are providing popcorn.
 - ~ Our goal for this year is to get patrons to attend more activities. The Bronson Friends Group has been actively looking into ways to encourage attendance. The Friends Group has put articles in the News Paper; flyers were taken schools, Posters, Book Marks. The American Legion said we could use their lighted sign on Main Street when they aren't using it. We will ask the Schools if, the day before a program, if they would announce it with the morning bulletin.
 - ~ The Friends group will be meeting Tuesday night to further discuss the Elevator Project. They had sent out a letter and have received approximately \$1,500. Eash and Clover are still working on the Grants.
 - c. **Coldwater Central:** Rucker reports:
 - ~ Continuing with Story-time.
 - ~ Upcoming events are Grandparents Day on Feb.13th.
 - ~ Computer class last Thursday
 - ~ Coldwater is consistently having record-breaking days of computer use.
 - d. **Coldwater Public Library:** Mills reported

~ Minutes from December 11 meeting on file.

e. **Quincy Branch:** Frick reported

- ~ New book cart has arrived to make it easier to retrieve books from book-drop using the cart and handicap ramp.
- ~ Quincy Advisory Board has purchased a book in recognition of Carol Brown's 17 years of service.
- ~ Quincy Staff is pleased with their Teacher Training Career Center Student.
- ~ Quincy is requesting a new office phone with answering machine and a cross cut paper shredder from Capital Funds.
- ~ There is some problems with one of the new ceiling lights and have called back F&M Electric, who are working to correct the problem.
- ~ The search for good computer desks to replace the ones they currently have is still in the works.
- ~ Windows have been washed.
- ~ Would like to move the book drop, but will probably wait until March.
- ~ Story hour for 3-5 year olds will resume Friday mornings for a 10 week session the first week of February.
- ~ 14 new registrations
- ~ 30% of circulation was from audiovisuals especially the DVD's.

f. **Sherwood Branch:** Eash reports:

- ~ With the Walnut money we were able to buy a movie license; movies are scheduled for later this month with a pajama party and a family film night.
- ~ We made up flyers to pass out at the school.
- ~ I would like to purchase a Multi-media displayer; a coat rack on wheels; mats for under the chairs and in front of the door to save the wear and tear on the new carpet; a screen for the movies. Total \$ 1,090 without shipping and handling. **Motion by Chan, supported by Reppert to approve up to \$1,400 for the Library materials requested by Eash. Motion carried.**

g. **Union Township Branch:** Mills reported:

- ~ \$5,600 has come in for the building fund. Checks should be made out to Union Township Friends of the Library, with Building Fund on the Memo line.
- ~ Also have collected \$130 from sales of their book bags. Will have a drawing to win a large book bag.
- ~ For the Summer Reading Program, we have scheduled Pete Stobie from the Kalamazoo Nature Center June 29th at 2 p.m. He continues to be our draw for the largest attendance.

2. Building Committee: Did not meet.

3. Ad-Hoc Committee: (Children's Services Committee) Did not meet.

4. Personnel Committee: Did not meet.

5. Finance Committee: Did not meet.

6. Technology Committee: Did not meet.

7. **Director's Report:** January, 2007

- ~ We serve the people of Allen Township under contract for penal fines. The total penal fines received from Allen during 2006 amounted to \$6,218. Our records indicate that a total of 140 patrons with the Allen Township ZIP code with current (unexpired) cards. This works out to \$44.42 per Allen Township patron, including multiple family members at the same address.
- ~ The ECO-Smart Disc Repair Machine has arrived and we are very happy with the performance.
- ~ The Holiday Fundraising Letter has so far raised a total of \$3,740, including \$700 for the Holbrook Heritage Room.
- ~ Staff Meeting was not held in December. Our next staff meeting will take place on January 22, 2007 at 9:00 A.M. in the 3rd floor Conference Room at Coldwater to discuss topics of interest to all library staff. In response to staff request, the meeting will be videotaped for those unable to attend and post on the staff website, only one month at a time, we will not archive it.

- ~ Union Township Update: As discussed in last month's meeting, we had given a key to the Union Township personnel before their meeting in December so they could retrieve mail from our book drop-box. Pat K. will do follow up.
8. **Automation Report:** January, 2007
- ~ The new computers from the Gates Foundation came a week ago Friday. Today I was able to install the 6 new computers in Kidsplace.
 - ~ The student from the Branch Area Career Center has been helping me out and will be going with me tomorrow to the branches to install the computers.
 - ~ There will a rotation in the computers, which result in approximately 10 to 12 computers that are both usable and not needed any longer. I will be following the Proposed Policy on Sale of Used Property and Equipment, with permission of the board. **Permission Granted.**
 - ~ I spoke to the Technological Committee about this in December, and in keeping up with today's technology and trends we would like to start offering another format for our audio books. We are looking at the audio format for the personal music players (MP3). We have decided to go with the one that has the largest market share, which is the Apple iPod. There are also a number of people have heard about the iPod, but don't actually have one for themselves, We are interested in purchasing a few, to raise awareness of the new format and also to train the staff so they will be comfortable in assisting patrons on the use of them. The Technology Committee's recommendation was that we offer this at the Coldwater Branch only, for a year, to see how the demand is. If there is sufficient demand, we could budget this at the other branches. We would just be dividing already budgeted amount for the materials from our existing audio book budget. No additional money would be needed except for the cost of the hardware itself. What we are asking for is 5 matchbook sized players to circulate. We would put together a small kit so you could listen to it either in your car or in your home (cassette adapter, FM radio transmitter for your car if you don't have a tape player, cables to hook up to the stereo). Any Library Patron who has their own iPod can bring it to the library and put the titles that we have purchased on their player. With the MP3 players that we would circulate would be limited to one title to device. For Patrons that bring their own iPod to the library, the normal 5 multi-media item limit would apply. The titles for this format would be downloaded into our system and stored in multiple places in case of a hardware failure, and from there copy them to the patron's machine. I would like to ask the board to authorize this program for 5 complete kits (to be able to listen to it from your car or home) \$855 plus shipping. **Moved by Chan, supported by Gay to approve the expenditure and institute an iPod program as described. Motion carried.**

9. Statistical Reports:

- Book Budget: 2007 – informational
- Monthly Statistical Report: January 2007 – informational
- Capital Projects:

10. Direct Deposit: informational discussion. **Chan moved, supported by Reppert, to adopt the Direct Deposit as outlined by Rumsey & Watkins and Southern Michigan Bank & Trust. Motion carried.**

NEW BUSINESS

Motion by Gay, supported by Chan to donate a book to the Quincy Library to honor Carol Brown's service. Carol will select the title of the book up to the cost of \$75. Motion carried.

INFORMATIONAL ITEMS

None

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Motion to adjourn made by Gay supported by Chan. Motion Carried.

Meeting adjourned at 7:40 p.m.

Respectfully submitted:

Lynda Chan
2/13/06

Lynda Chan

Acting BDLS Board Secretary

Gina Horn, 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 week's notice to the Branch District Library System by writing or calling the following: Branch District Library System, 10 E. Chicago St., Coldwater, MI 49036 – (517) 278-2341