

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Central Library
3rd Floor Conference Room
December 17, 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; Gayle Clover, Secretary; Jack Gay, Vice President; Patricia Kne; Bonnie Frick; Georgann Reppert.

ABSENT FOR ROLL CALL

Lynda Chan (excused).

ALSO PRESENT

Lynnell Eash, Bronson / Sherwood Branch Manager; Bruce Mills, Director; Gina Horn; John Rucker Assistant Director; Mary Jo Krantz; Cindy Sebald; Bob Kne.

APPROVAL OF AGENDA

Motion made by Frick, supported by Kne, to approve the agenda with one addition under Sherwood Branch: Rent. Motion carried.

BRIEF PUBLIC COMMENTS

Sebald: Brief update on the meetings that she attended over past month regarding the new library project in Union Township. It was reported that a motion passed by the Planning Commission, to recommend to the Village Council that the Heritage Park site for the new library. The parking lot on High Street is no longer being considered as an acceptable building site. We will be working with the Rotary Club and the Garden Club, who have invested time and money into the site with landscaping. The Building Committee has met a few times and is in the process of finding an architect. The architect will be helping choose where to place the building on the site and a cost estimate. The Finance Committee has been working on events for next year.

APPROVAL OF MINUTES

Motion made by Gay, supported by Reppert, to approve the minutes of November 19, 2007 as submitted. Motion carried.

PUBLIC HEARING ON ADOPTION OF THE 2008 BUDGET

A draft of the 2008 budget was up for review at the November meeting.

Mills reports: Announcements were placed in the Coldwater paper multiple times. The announcement was made available for all of the branches, along with a copy of the budget. A copy of the budget was posted at the main branch and was posted for review at all of the other branches.

Public comments: None

Corrections or additions from board members: None

Motion made by Gay, supported by Clover, to approve the proposed 2008 budget without correction. Motion carried.

CORRESPONDENCE

(No correspondence)

FINANCES

1. Approval of Bills: November 23rd & December 7, 2007
Motion made by Gay, supported by Clover, to approve the bills as submitted. Motion carried.
2. Financial Statements: November 30, 2006 & 2007 (placed on file)
3. Penal Fine Chart: Period ending November 30, 2007 (placed on file).
4. Bronson Fiduciary Reserved Fund: Jan. – Nov. 2007 (placed on file).
5. Barnett Residuary Trust: November 6, 2007 (placed on file).
6. Century Bank & Trust: November 30, 2007 (placed on file).
7. Kerr Donation: November 30, 2007 (placed on file).

PENDING BUSINESS

1) Reports from Central & Branch Liaisons:

- a) Alganssee Branch: Mills reported:
 - i)

- a. Bronson Branch: Eash reported:
 - ~ Christmas story hour and crafts.
 - ~ Friday, pre-school story-time and decorated the tree.
 - ~ 2 afternoon movies scheduled during Christmas Break.
 - ~ 13 new patrons signed up for library cards.
 - ~ Circulation is up 87% over last year.
 - ~ Lift Committee has applied to myhometownhelper.com for a library grant of \$15,000. General Mills Sales, Inc. and Hamburger Helper are offering grants of up to \$15,000 each month from September 1, 2006 through May 31, 2007. All requests for funding must be sponsored by a municipal or civic organization such as a public library or school.
- b. Coldwater Central Branch: Rucker reported:
 - ~ Kidsplace finished up the start of their *We the People*, and are taking a break for the Holidays.
 - ~ There was a large group for the Christmas crafts in Kidsplace.
 - ~ Kidsplace is getting ready for next summer's reading program, which is themed "Get a Clue".
 - ~ We had a computer class on Saturday, December 17th *Scanning and Editing Photos*.
- c. Coldwater Public Library (Holbrook Heritage Room): Brief overview given by Mills.

- d. Quincy Branch: Mills reported
 - ~ Over 40 Library registrations during one month.
 - ~ Working on the holes left in the ceiling from the new lighting.
 - ~ Investigating getting new furniture for their computers. The desks that are currently in the Library are uncomfortable.
 - e. Sherwood Branch: Eash reported
 - ~ American Girl Club tea was successful.
 - ~ Teen Christmas Party, which included two new teens. All had a good time with games and treats.
 - ~ 12 new Library registrations for the month of November.
 - ~ Circulation up 38% from last year.
 - ~ Sherwood Garden Club has been donating boxes of Kleenex for the Union City Elementary, and had decided to also include the Sherwood Library.
 - f. Union Twp. Branch: Kaniewski reported
 - ~ Holiday craft time Saturday, which was a huge success. We had a young lady that came in and helped us make tube-sock Snowmen. 33 people made socks, the second sock that they made were donated to some Adult Foster-care homes; they were thrilled to receive a gift.
 - ~ Union Township asked for a key to our drop box so they can pick up their mail.
 - ~ We have \$4700 in the building fund. Checks are made payable to Friends of Union Township Library, on memo line Building Fund. Address is 221 North Broadway Union City, MI 49094.
- 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/Children's Internet Protection Act: Met December 14th.
 - Report by Rucker:
 - Things discussed;
 - Inventory being completed and ideas for future cost savings with different software.
 - We will continue for about a year to do some minor upgrades so all of the machines will be the same. After that we will get some more long-term growth type things; such as increasing the network capacity of the main Branch to service all of the connections to the other branches. Or getting a computer lab for classes.
 - Future goals;
 - Getting broadband Internet access for Sherwood and Algansee.
 - Offering a new format for audio books for personal digital players; and possibly purchasing digital players as well. More information to come next month.
 - 7) Director's Report: November 2006
 - ~ New version of Branch County Community Foundation Grant proposal package; requests on line. Looking at getting money for the Kidsplace.
 - ~ Eco-Smart Disc repair. Machine has a one year parts and labor guarantee with enough supplies for 200 repairs. We have approximately 70 discs that are in need of repair. **Brown moved, seconded by Gay to approve the purchase the Eco-Smart Disc repair system for \$2,950 for CD/DVD repairs. Motion carried.**
 - ~ Next month we should have totals on fundraising letter, as checks are coming in daily.
 - ~ National Register of Historic Places application has been mailed.

- ~ Discussed at length with Chuck Lillis about a proposal brought to me by Marv Carmen of the Union Friends. It was explained by Mr. Lillis, that we are not able to solicit funds for the building project under Michigan Tax Credit laws.
- 8) Automation Report: December, 2006
- ~ Gates Grant; the new computers are due to arrive any time. There were some paperwork issues at Dell's end, which caused a delay in shipment. Our computers should start being assembled on the 27th of this month. They will be installed as soon as they arrive.
 - ~ Union TWP. Focus Group: It was decided by the Township that they would only be able support a building of 2,500 square feet. Cindy Sebald, Pat, Sandy and John Rucker came up with a floor plan which would allow the to be space used efficiently.
 - ~ TLC upgrade: we performed a weekly upgrade to the latest version of our TLC Library automation.
 - ~ After talking with Rachel Hard of the Branch Area Career Center about mentoring, we will have our first volunteer intern here at the Coldwater branch January 3rd for 5 weeks, 2 ½ hours a day. This intern will help with the deployment of the new Gates' computers, provide tech support for the public, and work on our Heritage Room digitization project.
- 9) Statistical Reports:
- Book Budget: 2006 - informational
 - Monthly Statistical Report: November 2006- informational
 - Capital Projects: November 2006- informational

NEW BUSINESS

Rumsey & Watkins has sent 2 contracts: 1 audit, and 1 monthly service for 2007 are to be approved by the board. **Moved by Brown, seconded by Clover to hire Rumsey & Watkins to do the 2006 audit and to provide monthly accounting services for 2007. Motion carried.** Cherry to sign contracts.

Direct Deposit: discussion, tabled.

INFORMATIONAL ITEMS

None at this time.

EXTENDED PUBLIC COMMENTS

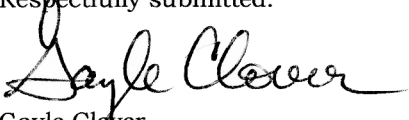
Comments of approval of the three bears in the stairwell. Sebald showed everyone the Union Township carry bag that is being sold to raise money for the Building fund. Sells for \$5 and \$10 (2 sizes) for sale at the Union branch.

ADJOURNMENT

Motion to adjourn made by Clover, seconded by Gay. Motion carried.

Meeting adjourned at 7:20 p.m.

Respectfully submitted:



Gayle Clover
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