

Approved February 18, 2008

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Central Library
3rd Floor Conference Room
January 21, 2008
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; Lynda Chan, acting Secretary; Jack Gay, Vice President; Patricia Kne; Bonnie Frick; Georgann Reppert.

ABSENT FOR ROLL CALL

Gayle Clover (excused).

ALSO PRESENT

Lynnell Eash, Bronson/Sherwood Branch Manager; Bruce Mills, Director; Gina Horn, Secretary; John Rucker, Assistant Director; Jeanne Berg, Kids Place Librarian/Bookkeeper; Helena Hayes, Adult Services Librarian; Cindy Sebald; Erica Ewers, Alganssee Township Supervisor.

Election of Officers

The meeting is turned over to Director, Bruce Mills for the election of Officers. Mills entertains nominations for the office of President of the Branch District Library Board. **Jack Gay nominates Dorothy Cherry as President, supported by Lynda Chan. No other nominations. Motion carried.** Mills turns the meeting over to President Cherry.

Cherry entertains nominations for the offices of Vice President and Secretary/Treasure. **Motion made by Chan, supported by Frick that the slate stay the same, with Jack Gay as Vice President and Gayle Clover as Secretary/Treasure. Motion carried.**

Committee Assignments: The Committee Assignments will remain as presented in the January 2008 summary. Updates on addresses and phone numbers will be made and handed out at the next meeting.

APPROVAL OF AGENDA

Motion made by Chan, supported by Frick, to approve the agenda as corrected. Motion carried.

BRIEF PUBLIC COMMENTS

Sebald: This is the ninth library related meeting so far this month. A brief review was given of these meetings. The Building Committee will be approving requests for payment of funds for the new building. They will be working with Cathy Madden who is the bookkeeper for the Friends of the Library. It was decided that two signatures will be required for payment of funds or transfer of money. Jim Eley has agreed to be the Legal Representative for the Friends of the Library. The Village Council has approved the site subject to a title search and any deed restrictions. We have gone with a preliminary site plan to the Planning Commission and it was well received.

APPROVAL OF MINUTES

Motion made by Gay, supported by Chan, to approve the minutes of December 17, 2007 as corrected. Motion carried.

CORRESPONDENCE

(No correspondence)

FINANCES

1. Approval of Bills: 12/18/07 & 10/04/08
Motion made by Gay, supported by Kne, to approve the bills as submitted.
Motion carried.
2. Financial Report: Not available.
3. Branch County Penal Fine Chart: Period ending December 31, 2007 (placed on file).
4. Bronson Fiduciary Reserved Fund: Not available.
5. Barnett Residuary Trust: Not available.
6. Kerr Donation: December 31, 2007 (placed on file).
7. Southern Michigan Bank: Not available

PENDING BUSINESS

- 1) Reports from Central & Branch Liaisons:
 - a) **Algansee Branch**: Mills reported:
 - i) Algansee Library had Story Hour for the month of December every Tuesday, which included reading and crafting several Christmas projects.
 - ii) The Friends helped put on a Christmas party; we made ornaments with each child's portrait for their parents. Each child received a bag of Christmas goodies from Jan and Jessica. The Friends provided snacks for all. Everyone had a good time.
 - iii) We have been receiving donations from Memorials this year to buy books.
 - iv) Valentine crafts have started this week.
 - v) Story hour will be back on schedule, every Tuesday at 4:00.

- b) Alganssee Township Supervisor, Erica Ewers reports:
 - i) Tower Update- The tower (for Wireless Internet) should be up by the first of March. The township and Planning Commission have approved everything. The permits are at the County level and the FFA. The FFA takes about six weeks to give their final approval. This will be about the same time it takes for the delivery of the materials for the tower.
 - ii) There will be no hook-up fees for the library or monthly charges as it was part of the negotiations that the library would not be charged for this service.

- c) Bronson Branch: Eash reports.
 - i) The new schedules for January through April are out. We will be holding Adult Workshops again this year. Right now a basket making workshop and a stepping stone workshop are on the schedule.
 - ii) Also new this year, we have started a book discussion group. We call ourselves *The Bronson Bookies*. We meet the third Tuesday of each month at 6 p.m. We will be discussing the book *Peace Like A River* by Leif Enger in February. The month of March we will be reading the book chosen for the One Book One Community program.
 - iii) We have our preschool story time, American Girls Club, Teen Club, monthly movie nights and a four (4) week puppet workshop planned.
 - iv) We have had dozens of DVD's and videos donated lately. Most of these will be added to Bronson and if we already own a copy they will be offered to other branches.
 - v) Contrary to what has been in the newspapers lately, the handicap accessibility project is not "on hold". The Friends continue to raise money for this project. The United Methodist Church of Bronson will be holding a soup and sandwich supper to raise money for the library accessibility project. At the same time the Friends will hold a silent auction. This will be March 7th from 5 – 7 p.m.
 - vi) Capital Improvement request: 5 mobile CPU holders for a total of \$422 plus shipping and handling. **Motion made by Reppert, supported by Chan, to approve the request of 5 mobile CPU holders for a total of \$422 plus shipping and handling to come from the Bronson Capital Improvement fund. Motion carried.**

- d) Coldwater Central Branch: Rucker reported:
 - i) On February 16th at 11 a.m. there will be a special *Valentine's Day with your Grandparents* Story Hour. The valentine story will be read by Chris Rodesiler. There will also be antiques on display to entice questions and conversations from our favorite experts, our grandparents.
 - ii) In March for *Teen Tech Month*- this year's event is called *Tune in at Your Library*. Kids Place has put together a nice program where teens will learn how to create and record audio using computers. This will be a six (6) week tech course for teens only, on Wednesdays from 3:15 to 4:30. They will choose a story, find an exciting part from the story to get people's attention, record a one minute segment with background music and sound effects and burn it on a cd. These will be placed on the library's webpage for the staff and community to listen to and vote for their favorite

top four (4) story tellers. These top four will have their stories played on the Coldwater radio station.

- e) Coldwater Public Library (Holbrook Heritage Room): Report on file.
- f) Quincy Branch: Frick reports.
 - i) The Curator of Collections at the Michigan Historical Museum recommended three (3) companies for flag preservation. Lisa has contacted the Borroughs Corporation, as the Museum has used them many times and likes to use this Michigan company. We are still in the beginning stages of this project.
 - ii) December 15th Library Break-in:
 - (1) We received a copy of the police report and forwarded a copy to Bruce Mills.
 - (2) The window was promptly replaced by Star Glass and was paid for by the Township.
 - (3) The court date was set for Wed. January 16th. Lisa received a subpoena to be present as a witness to the scene. The youth was not on the schedule for that day.
 - iii) Lisa is getting summer reading programs scheduled and booked.
 - iv) The Quincy Library Friends of the Library group are pleased with the new cookbook sales. They are selling very well. Proceeds will go to benefit the Jane Baldwin Children's room.
 - v) Patrons seem to like the new printed receipt, containing everything on their card. There has only been one complaint of not getting their books stamped with the due date.
- g) Sherwood Branch: Eash reported.
 - i) Program schedules for January and February have been printed. We will be having American Girl Club, Teen Club and monthly family movies.
 - ii) The American Girl Club met last week and each girl made glass marble picture magnets to take home.
 - iii) The movie *Underdog* was shown on Friday with 20 in attendance.
 - iv) Teen Club meets this week.
 - v) Capital Improvement request: 4 office chairs for public computer desks at \$102.96 each = \$411.84.
3 steel book-stack flat shelving at \$ 230.00 each = \$690.00.
End panels for shelving at \$145.00 for a grand total of \$1,246.84 plus shipping and handling. **Motion made by Chan, supported by Gay, to approve the Capital Improvement expenditure for Sherwood of four (4) office chairs for \$411.84 and new metal shelves with end panels at \$835.00. The total for all items together would be \$1,246.84 plus shipping and handling with delivery to Bronson (due to the limited hours that the Sherwood branch is open). Motion carried.**
- h) Union Twp. Branch: Mills reports.
 - i) Children's craft time will be February 9th.
 - ii) Capital Improvement request: 2 chairs and 2 stools to be purchased from Seaman's Office Supply for a total of \$563.96 plus shipping and handling. **Motion made by Kne, supported by Frick, to approve the Capital Improvement expenditure for**

Union of \$569.97 plus shipping and handling, for two (2) stools and two (2) chairs , to replace the current chairs and stools at the public computers. Motion carried.

- 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: Did not meet.
 - Director's report: (Placed on file.)
 - Automation report: (Placed on file.)
- 7) Statistical Reports:
 - a. Book Budget: 2007 (placed on file.)
 - b. Monthly Statistical Report: November 2007- (placed on file.)
 - c. Capital Projects: November 2007- (placed on file.)
- 8) Visa Contract (BDLS Credit Card): Signed by Cherry.

NEW BUSINESS

None

INFORMATIONAL ITEMS

Patron Comments: Patron concerns addressed by Hayes and Mills and placed on file.

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

**Motion made by Gay, supported by Chan, to adjourn the meeting. Motion carried.
Meeting adjourned at 7:25 p.m.**

Respectfully submitted

Lynda Chan
Acting BDLS 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