

10 E. Chicago Street, Coldwater, MI 49036  
Branch District Library System  
**Meeting of the Branch District Library Board**

**Sherwood Branch District Library**  
118 Sherman Street  
Sherwood, MI 49089

August 17, 2009  
6:00 P.M.

**MINUTES**

President Cherry called the meeting of the Branch District Library Board to order at 6:05 p.m. on Monday, August 17, 2009 at the Sherwood Branch Library.

**PRESENT FOR ROLL CALL**

Dorothy Cherry, President; Jack LaForge, Vice President; Bonnie Frick; Pat Kne; Gayle Clover, Secretary.

**ABSENT FOR ROLL CALL**

Lynda Chan (excused), Georgann Reppert (excused).

**ALSO PRESENT**

Bruce Mills, Director; Jeanne Berg, Bookkeeper/Circulation Manager/Tech Services Manager; Lynnell Eash, Bronson Branch Manager; Jan Clark, Algansee Branch Manager; Jerry Clark, Pat Kaniewski, Union Twp. Branch Manager; John Rucker, Assistant Director.

**APPROVAL OF AGENDA**

**Motion made by LaForge, supported by Frick, to approve the agenda as submitted. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Union Township Friends of the Library Finance/Building Committee Minutes

**APPROVAL OF MINUTES**

**Motion made by Frick, supported by Clover, to approve the minutes as amended. Motion carried.**

**CORRESPONDENCE**

None.

**FINANCES**

1. Approval of Bills: July 31, August 14, 2009 **Motion made by LaForge, supported by Kne, to approve the bills as submitted. Motion carried.**
2. Financial Report: July 31, 2009 & 2008 (Placed on file.)
3. Penal Fine Chart: August 4, 2009 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: 2009 (Placed on file.)
5. Glenn Barnett Fiduciary Fund: 2009 (Placed on file.)

### **PENDING BUSINESS**

1. Reports from Central & Branch Liaisons:
  - a. **Algansee Branch:** Clark reports.
    - i. 51 patrons signed up for the Summer Reading Program, 19 adults, 13 teens, 19 children. Everyone finished the program.
    - ii. Some of our creative projects for the Summer Program included creatively painted birdhouses, built by Mr. Clark. We also learned how to make sugar molds.
    - iii. At the end of the program we handed out McDonald's gift certificates as well as fair passes, book bags, hand puppets and many other prizes. The Alagansee Friends furnished 10- \$5 gift certificates for the first 10 teens that finished the program.
    - iv. Story & Craft Hour continues on Tuesdays at 4:00.
    - v. All of the patrons were pleased with the program. We hope to make a "Big Splash" with next year's Summer Reading Program.
    - vi. We just received our book from Michigan Reads – *Pout-Pout Fish*. The book is on the shelf for patrons to read and the poster is hanging for those who have read it to sign.
  - b. **Bronson Branch:** Eash reports.
    - i. Our Summer Reading Club had 163 children sign up, of that 110 completed the program. There were 53 adults & teens that signed up for the reading program with 31 of them completing the program.
    - ii. For June and July we had a total of 35 programs with 960 people attending! Our attendance for those two months was 6,087. Computer use was 1,695.
    - iii. Usually in August I don't schedule anything because things have slowed down. The first Tuesday we were open we had 172 people come to the library. During fair it did slow down a little bit. We average over 100 people a day visiting the library, of which number used to be an exceptional day.
    - iv. We have not moved shelves yet. They have started on the project (elevator) outside and we were told it would be six weeks before they would be breaking through the walls. We figured this would give us a little bit of time. We have some of the books moved off the shelves.

- v. We are working on the fall schedule.
  - vi. Our Friends had a chicken barbeque and book sale Saturday, but were rained out.
- c. Coldwater Central:** Berg reports.
- i. Kid's Place Summer Reading – over 600 children participated. There were several wonderful programs.
  - ii. Nola Baker ran the Adult Summer Reading Program and had over 50 people participate. She collected donated certificates from area retailers and gave those out as prizes.
  - iii. Baker also held a Resume' workshop which turned out really well and is planning on having authors come to speak in the fall.
  - iv. The renovation of Kids Place is working out so well. The computers being moved away from the doors have made a huge difference in the flow of the room and the noise level as well as behavior issues. The toddler area is working out really well also. We are very happy with the way things turned out.
  - v. An estimate from Mulder's Moving to move books and shelves on the non-fiction floor (2<sup>nd</sup> floor) and the adult fiction collection in the basement is \$30,181.25. Both the non-fiction and adult fiction floors need to be brought into compliance with the ADA regulations, which require a greater distance between book stacks. This is not a simple project. The 2<sup>nd</sup> floor is \$18,431.25 and the basement is \$11,750. There are no other companies that move libraries that we know of to get another bid. **Motion made by LaForge, supported by Frick, to approve the expenditure of \$30,181.25 from Molder's Moving, during the time carpeting is being installed on the 2<sup>nd</sup> floor and in the basement, with the provision that Mills and Berg will get a recommendation from the accountants as to what accounts should be accessed to cover this expenditure. One no vote from Clover, all other members voted yes. Motion carried.**
- d. Coldwater Public Library** – Report placed on file.
- e. Quincy Branch** - Frick reports.
- i. Of the 163 children who signed up for the Summer Reading Program, 83 completed.
  - ii. Quincy appreciates the programs that the district covers. Recently over 30 patrons enjoyed the Cool Chemistry program.
  - iii. The library computers are filled most of each day. We average nearly 100 people in attendance on a full 8-hour day.

- iv. Friends of the Quincy Library Advisory Board will begin making plans for the library's 100<sup>th</sup> anniversary next year.
  - v. The Friends will be promoting the library, selling book bags, cookbooks and other items at the Quincy Daze in the Park this coming weekend. Last year went well with many asking historical questions about the town.
  - vi. Lisa provided historical information, bookmarks, library magnets and other items to Bill Swallow of the Swallow's Nest. He built two information booths at the Branch County 4-H fair.
- f. Sherwood:** Horn reports.
- i. Things have slowed down a bit for the month of August.
  - ii. Summer Reading Program: 21 kids signed up; 3 teens; 15 elementary; 3 pre-school children. 90% of the elementary kids completed the program and 100% of the pre-school and teens completed the program.
  - iii. We will start the third Thursday of each month doing Teen Crafts.
  - iv. Story Hour will resume a week after Labor Day on Thursdays.
  - v. Movie nights will be on Tuesdays from 5-6:30
  - vi. Judy has the Michigan Reads book – The Pout-Pout Fish and is planning her story-hour with that book.
- g. Union Twp. Branch:** Kaniewski reports.
- i. One of the students who attended the Birdhouse and Bat-house Building Program had written a letter, which was published in the Bluebird Society newsletter. Kaniewski read the letter to the board that described how much this student learned by going to the program and how much fun he and his brother had.
  - ii. Summer Reading Wrap up: Bicycle winner – Zeke West. Scooter Winner – Katrial Rosebrock. Taylor's Books N' More donated 1-\$20 gift certificate, and 3-\$15 gift certificates, and the Union Station donated 25 ice cream cone coupons. We held other drawings also throughout the program. 30 students read 760 books.
  - iii. Stevens Puppets presented Wizard of OZ; the Kalamazoo Nature Center presented Birds in Art with James Audubon presented by Pete Stobie and Kids in the Kitchen allowed children to create various snacks. About 80 to 90 children attended each program.
  - iv. Community Unlimited brought 40 students in two groups each Wednesday to the library, before we were open, for story time. This was for six weeks during the summer.
  - v. Last week Mostrom & Association, completed a site survey of the proposed library site. Bids will now be able to be let.

- vi. September 5<sup>th</sup> begins our “First Saturday” Craft and Story time for the fall.
  - vii. We are now connected to Broadstripe. We are hoping for a faster, more consistent connection for circulation.
- 2. Building Committee: Did not meet.
- 3. Ad-Hoc Committee (Plan of Service Committee): Met Monday, August 5<sup>th</sup>.
  - a. The committee asked the Branch Managers to meet with their Advisory board/Friends and get a recommendation to the committee on how they would like to see capital funds apportioned for each branch. Right now it is called Capital and what each branch can do with it is extremely limited. We might amend the plan of service in some way that allocates the current respective percentages to the branches, but then would allow them some portion to be used either for additional hours or for other purposes other than Capital Improvement. We are not looking at changing the initial breakdown, but will be freeing up some of the money for other purposes. The next meeting is scheduled for September 17<sup>th</sup> at 6:30 p.m. at the Sherwood Branch. Branch Managers will turn their report over to Mills who will be attending the meeting with the Plan of Service Committee.
- 4. Personnel Committee: Did not meet.
- 5. Finance Committee: Did not meet.
- 6. Technology Committee/Children’s Internet Protection Act: Did not meet.
- 7. Director’s Report: Placed on file.
- 8. Automation Report: August 12, 2009
  - a. Rucker would like to ask the board to approve \$1,308.74 to come from Sherwood’s Capital Improvement fund to purchase satellite internet service for this branch. The benefits are not only having faster service, but instantly the Sherwood branch will have 2 more computers available for the public use. The laptops have been available for Sherwood, but were not able to be used because of the dial-up connection. Also the Sherwood students here are part of Union City Community Schools and they have laptops themselves, so they would be coming to the library to use the free Internet service also. As a wireless hotspot in the community, patrons will be able to make use of it and the services that the other branches now offer because of a faster connection. The monthly cost will be about even, due to the fact that we will be able to get rid of two phone lines and two dial-up Internet connections. **Motion made by Clover, supported by Kne, to approve the expenditure of \$1,308.74 from the Sherwood Capital Improvement fund for satellite internet at the Sherwood Branch. Motion carried.**
  - b. The current staff monitors are 16” flat panel screens, which are 7 years old. There are some 17” flat panel screens in use that are 5 years old. The issue we are having is that our current Evergreen

system likes to display a lot of information and if our screens are set at a high resolution, it is really hard to see. Berg and Rucker both feel that productivity would increase and errors would decrease if the monitors were larger so we could see everything we are supposed to see at a glance without scrolling. We would like the board to approve the purchase of 26-widescreen 22" monitors to cover all of the staff workstations at \$159.00 each. The existing monitors will be recycled into the system as replacements for older monitors on card catalogs, which are 14-inch flat panel monitors. **Motion made by Frick, supported by Kne, to approve the expenditure of \$3,383.44 from the Future Automation account for the purchase of 26 - 22-inch widescreen monitors. Motion carried.**

9. Statistical Reports:
- a. Book Budget: 2009
  - b. Monthly Statistical Report: 2009
  - c. Capital Projects: 2009

**NEW BUSINESS**

**INFORMATIONAL ITEMS**

**EXTENDED PUBLIC COMMENTS**

**ADJOURNMENT**

**Motion by Clover, supported by LaForge to adjourn the meeting. Meeting adjourned at 7:37 p.m.**