

Meeting of the Branch District Library Board  
10 E. Chicago, Coldwater, MI 49036  
3<sup>rd</sup> Floor Meeting Room

December 21, 2009  
6:00 P.M.

**MEETING CALLED TO ORDER**

Vice President LaForge calls the meeting of the Branch District Library Board to order at 6:00 p.m.

**PRESENT FOR ROLL CALL**

Jack LaForge, Vice President; Georgann Reppert; Pat Kne; Gayle Clover, Secretary; Bonnie Frick.

**ABSENT FOR ROLL CALL**

Dorothy Cherry, Lynda Chan

**ALSO PRESENT**

Bruce Mills, Director; Jeanne Berg, Circulation Supervisor/ Tech Service Coordinator / Bookkeeper;  
Lynnell Eash, Bronson Branch Manager; John Rucker, Assistant Director; Gina Horn, Sherwood  
Branch Manager/ Administrative Assistant.

**APPROVAL OF AGENDA**

**Motion made by Clover, supported by Reppert to approve the agenda with the addition of  
memorial donation for Dr. Krantz under Unfinished Business. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

**Motion made by Frick, supported by Kne, to approve the minutes of November 16, 2009 as  
submitted. Motion carried.**

**APPROVAL OF THE 2010 BUDGET**

**Motion made by Reppert, supported by Frick to approve the budget for 2010 as presented.**

Roll call vote: Ayes: 5  
Nays: 0  
Absent: 2

**CORRESPONDENCE**

None

**FINANCE**

1. Approval of Bills: November 20; December 4<sup>th</sup> & December 18, 2009. **Motion made by Frick, supported by Kne, to approve the bills of November 20; December 4 and December 18, 2009. Motion carried.**
2. Financial Report: November 30, 2009 & 2008 (Placed on file.)
3. Penal Fine Chart: November 30, 2009 (Placed on file.)

4. Bronson Fiduciary Reserved Fund: November 2009 (Placed on file.)

**PENDING BUSINESS**

1. Reports from Central & Branch Liaisons:

1. Alganssee Branch – Mills reports
  1. Everything is going well.
2. Bronson Branch – Eash reports
  1. We have had to change some of the programs and move things upstairs due to the construction, luckily we have had small groups. The workers downstairs have been fantastic and have made more room for us for programs such as Preschool Story Time.
  2. Right now I am working on the 2010 schedule; trying to figure out what worked and what didn't work for programs.
  3. The building project is coming along nicely. We are hoping that by next month at this time it will be complete.
  4. Request for Capital Improvement Funds totaling \$14,830 plus shipping for the following items:
    1. Drop Box for outside the new entrance, \$2,500.
    2. Outdoor, free-standing bulletin board (including posts) \$1,200.
    3. Magazine rack, \$850.
    4. An EdenPure Heater for the basement (the township is aware of the heating and cooling issue, however they do not have money in the budget for such upgrades in the near future) \$399.
    5. Two (2) changing tables for the new bathrooms \$500 (\$250 each).
    6. Hand-cart \$100.
    7. Carpet \$1730.
    8. Paint, \$1,900.
    9. Light fixtures \$3,500.
    10. Automatic door opener for the entrance to outside \$1,600. **Motion made by Clover, supported by Reppert, to approve Bronson Capital expenditure for the items mentioned for a total of \$14,830 plus shipping. Motion carried.**
3. Coldwater Central – Baker reports.
  1. We have been in contact with the author of the book that was selected for One Book, One Community for March is Reading Month. The title is *Stealing Buddha's Dinner*, written by Bich Minh Nguyen. She has agreed to come to Coldwater for a speaking engagement. There is a grant that we are looking into to help offset the cost a little. Her normal fee for a speaking engagement is \$10,000 however she was willing to negotiate the price. No public announcements have been made, as we are still working on a location – possibly at the Tibbits. She will be here March 15<sup>th</sup>.
4. Coldwater Public Library (Holbrook Heritage Room) Baker reports.
  1. The Branch County Art Club Scrap Book Project is complete and is in the Heritage room for others to look at.
  2. We are looking at additional volunteers for the new year.
5. Quincy Branch – Krantz reports.
  1. The Quincy Branch participated in National Gaming Day, with games provided by the National Library Association.
  2. Lisa attended the 2010 Summer Reading Workshop in Lansing. There were good presenters and children's authors.

3. The Federal flag is currently undergoing restoration. We are looking at a possible delivery date in March.
  4. The Quincy Branch was happy to be on the Historic Home Tour. We had 120 visitors and our Friends served as hosts for the day.
  5. Our 100<sup>th</sup> Anniversary Committee has been formed. We will begin making preparation plans for 2010.
  6. The Memorial Open House Weekend is being planned right now on May 28<sup>th</sup> from 5 - 7 p.m.
  7. Our branch was very fortunate to receive over \$4,000 in memorial donations.
  8. A tree was recently removed, allowing the Township to enlarge the space currently used for handicapped parking.
6. Sherwood Branch– Horn reports.
    1. Things have slowed down due to the holiday rush.
    2. We will be starting story hour again in January.
    3. The Spoon Man was cancelled due to school closing and bad weather on the day he was scheduled. He is rescheduled for January 5<sup>th</sup>.
  7. Union Twp. Branch – Mills reports
    1. Union Twp. Branch presented two free programs for the community on December 5<sup>th</sup>. The first program for children included making winter decorative shovel snowmen; the second free program was designed for adults. The 7 adults made Christmas wreaths under the very capable hands of Shelly Lindsey.
    2. The December 10<sup>th</sup> program had to be cancelled due to bad weather and school closings. Mr. Spoon Man has been rescheduled for January 5<sup>th</sup>. This program is being sponsored by the Branch District Library, Sherwood & Union Twp. Libraries in conjunction with Community Unlimited. It will be held at the Union City Elementary as previously planned. Community Unlimited has offered to provide bussing for students who wish to attend this after school program.
    3. The first Saturday craft time project in November involved making a table arrangement for Thanksgiving.
    4. The last few weeks have slowed some allowing us to do some of the extras we have a hard time finding time do to otherwise.
    5. Patrons are continuing to complain about not seeing the new books on our shelves. We encourage them to place a hold, but they would rather see them on their shelves as they were in the past.
  2. Building Committee: Did not meet.
  3. Ad-Hoc Committee: Did not meet.
  4. Personnel Committee: Met December 16, 2009
    1. A letter was received from the library's attorney who stated that as long as the board has everything in writing and has authorized, step increases can be given to the hourly employees. Mills suggests adding an appendix to the employee handbook which would include the pay-scale with step increases. The attorney suggested budget planning for wages be started earlier in the year. The board will have to authorize the payment of the wage increase as well as step increase annually. The Personnel Committee accepted the recommendations from the director as presented. **Motion made by Reppert, supported by Frick, to accept the recommendation from the director and have the pay rate and step increases to be listed as appendix A in the Employee Manual, to be reviewed by the board and approved annually. Motion carried.**

2. **Motion made by Frick, supported by Clover, to approve the 2010 pay rate and step increase as presented and to be used as a baseline for future changes in hourly rates. Motion carried.**
  3. **Motion made by Reppert, supported by Kne, to approve the step increase retro-active for 2009. Motion carried.**
  4. **Motion made by Reppert, supported by Clover, to include in the Policy that the Personnel Committee meet in July to make recommendations to the board about wages. Motion carried.**
  5. Finance Committee: Did not meet.
  6. Technology Committee: Did not meet, however our Automation librarian has reported that the library continues to monitor and assures compliance with the Children's Internet Protection Act.
  7. Director's Report: Placed on file.
  8. Automation Report – Rucker reports
    1. Rucker and Berg have updated name tags and library cards and both will be unveiled next month.
    2. Working on switching our email accounts over from CBPU to our own so we can have more control and larger email boxes with less cost.
    3. Bronson has now moved from Verizon to Charter.
    4. Last week the Michigan Library Consortium merged with it's counterpart in Indiana, known as INCOLSA. The idea is to combine the resources and expertise to become a more successful entity. This should help us with our bargaining and purchasing powers, as far as getting enhancements to Evergreen that we want. Also the technical expertise in having more talented people looking at our code base.
  9. Statistical Reports:
    1. Book Budget: December 2009
    2. Monthly Statistical Report: December 2009
    3. Capital Projects: December 2009
  10. Unfinished Business
    1. Plan of Service – Discussed in Director's report.
    2. Donation in Memory of Dr. Ray Krantz – **Motion made by Frick, supported by Clover, to purchase a book (or books) in memory of Dr. Ray Krantz, in the amount of \$75 to be taken from endowment funds. Motion carried.**
- Information Items
    - Patron Comments

**EXTENDED PUBLIC COMMENTS:**

Laforge – “I would like to thank each and every one of you for making my past 9 years such a pleasure. It really has been fun and I am going to miss all of you.”

**ADJOURNMENT**

**Motion made by Clover, supported by Reppert to adjourn. Meeting adjourned at 7:38 p.m.**

Respectfully submitted,

Gayle Clover,  
BDL Secretary

Gina Horn  
BDL Recording Secretary

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