

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

3rd Floor Meeting Room

February 15, 2010

The Branch District Library Board Meeting is not called to order for a lack of quorum at 6:08 p.m.
Since no business can be conducted, President Cherry asks for a report on the audit.

AUDIT REPORT

Mr. Taylor reports: The audit does not show discrepancies and that financials should be accurate based on what was reviewed.

MEETING CALLED TO ORDER

Cherry calls the meeting of the Branch District Library to order at 6:34 p.m.

PRESENT FOR ROLL CALL

Dorothy Cherry, President; Georgann Reppert, Vice President; Bonnie Frick, Secretary; Phil Anderson

ABSENT FOR ROLL CALL

Gayle Clover, Lynda Chan, Pat Kne

ALSO PRESENT

Tim Taylor, Bruce Mills, Director; Jeanne Berg, Bookkeeper/Circulation Supervisor/Tech Services; Lynnell Eash, Bronson Branch Manager; Nola Baker, Adult Services Librarian; John Rucker, Assistant Director; Gina Horn, Sherwood Branch Manager/BDL Administrative Assistant; Mary Jo Krantz

APPROVAL OF AGENDA

Motion made by Reppert, supported by Frick, to approve the agenda with corrections to the date of the bills submitted, as January 15, 2010 instead of January 05, 2010. Motion carried.

BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion made by Frick, supported by Anderson, to revisit the Committee Assignments at the March meeting. Motion carried.

Motion made by Reppert, supported by Frick, to approve the minutes as corrected. Motion carried.

CORRESPONDENCE

A letter from Jack LaForge, former BDL Board member was read by President, Cherry.

FINANCES

1. **Approval of Bills:** January 15, 29 and February 12, 2010 **Motion made by Frick, supported by Anderson, to approve all 3 sets of bills as submitted. Motion carried.**
2. **Financial Report:** January 31, 2010 & 2009 (Placed on file)
3. **Branch County Penal Fine Report:** January 31, 2010 (Placed on file)
4. **Glenn Barnett:** April – December 2009 & January 2010 (Placed on file)
5. **Bronson Fiduciary Reserved Fund:** 2009 & 2010 (Placed on file)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

1. **Algansee** – Mills reports
 1. Algansee's Book Discussion for One Book, One County is March 3rd at 5:00 p.m.
 2. Story Hour – Valentine boxes have been made and we will have our party tomorrow.
 3. We have 3 Capital Fund requests: A bookcase for the adult section, a media display shelving unit, and a rug for the children's area. The total cost on these items is \$1,015 plus shipping and handling. **Motion made by Frick, supported by Reppert, to purchase a bookcase, media display shelving unit and a rug from the Algansee Capital Fund for \$1,015 plus shipping and handling. Motion carried.**
2. **Bronson** - Eash reports
 1. We are finishing up our “Baby it's cold outside” contest and have handed out 63 cards, with 26 turned in. They turn in their card after reading 5 books and their choice of a mug with hot chocolate, a bookmark and chocolate candy or a bag of popcorn, bookmark and chocolate candy. All who turn in their ticket will have their name put in for a drawing for a basket of goodies.
 2. The Child Study Group donated money for books for the Bronson branch.
 3. Bronson's book discussion is scheduled.
 4. We handed out a Year-end report at the Village and Township meeting outlining our attendance, computer use and circulation figures of this year compared to last year.
 5. The elevator is up and running. Vera Hurd and Carol Maddax came to the library and were the first patrons to use the new elevator. The Sturgis and Bronson papers both covered the library.
 6. We need a people counter for the new entrance costing \$400 and some (insulated) room-darkening shades for \$480. **Motion made by Anderson, supported by Reppert, to approve the expenditure of \$400 for a new people counter and \$480 for new room-darkening shades, from Bronson's Capital fund. Motion carried.**
3. **Coldwater** – Baker reports
 1. The big focus is on our One Book, One County event. We have received a \$250 mini grant to help with the cost of the author's visit.
 2. Tomorrow Baker will be doing a segment with Tim Heart of Q1 Video, highlighting the library and talking about upcoming events. News releases will also begin tomorrow about our One Book, One County program and visiting author.
 3. Letters are going out to Branch County authors for a local author showcase to be held during National Library Week (April 11 – 17, 2010).

4. We have received our last installment of books for the Benjamin Franklin Awards. Independent Book Publishers Association sends new books to libraries to be judged based on content and design. The libraries that participate are able to keep these books free of charge to add to their collection.
 5. One Book, One County book discussion for the Coldwater branch will be on March 10th from 5 to 6 p.m.
 6. Everyone is invited on Monday, March 15th at 1:00 to come and listen to our author speak at the Tibbits about her book, *Stealing Buddha's Dinner*. There is no cost to the public.
4. **Coldwater Public Library** (Holbrook Heritage Room) – Baker reports
 1. GAR is sponsoring a Genealogy Workshop
 5. **Quincy** – Krantz reports
 1. A Capital request for a DVD shelving unit at \$584.99 and three step-stools at \$84.54 each. **Motion made by Frick, supported by Anderson, to approve the purchase of DVD shelving and three step-stools for a total cost of \$1,000 from the Quincy Capital Improvement Funds. Motion carried.**
 2. Renee has prepared a genealogical program for the local NICA women's group. They have always been very supportive of the library and generous with their donations.
 3. A set of WorldBook Encyclopedias have been ordered using memorial donations.
 4. The Winter Bla's Contest is running for the month of February.
 5. 100 Year Celebration – The committee has met and ordered magnets with the library hours on it. The main celebration will be celebrated in the fall.
 6. **Sherwood** – Horn reports
 1. Story Hours continue on Thursdays from 4 – 5. This past week we celebrated Valentine's Day with Valentine Bingo and cookie decorating and drew names for prizes. Next week we will be starting on our Brown Bear, Brown Bear book.
 2. Next month we will be kicking off March is Reading month with lots of activities all month long. We set a goal of 15,000 pages.
 3. Dr. Seuss's Birthday Party will be on the first week of March.
 4. One Book, One County book discussion will be held on Tuesday, March 9th at 6:00.
 5. The first Saturday of April we will have a party for those who participated in the March is Reading goal with a Wii/pizza/henna party.
 7. **Union Twp** – Mills reports
 1. First of the month Craft Day – Cupids and Roses was the theme. Children made duct tape roses or a toilet paper roll cupid.
 2. Building Committee - Did not meet.
 3. Ad-Hoc Committee – Did not meet.
 4. Personnel Committee – Met January 20, 2010
 1. Payment in lieu of Health Coverage policy: It is the recommendation of the Personnel Committee to approve a policy for compensation of \$2,500 per year, for those full-time employees who already have health insurance coverage elsewhere, in lieu of signing up for our health care coverage. This new policy should be placed in the policy manual with a copy of the letter from the attorney as well as a note stating that the Director had spoken with our insurance advisor who agreed with this change to the policy. **Motion by Frick, supported by Reppert, to approve the policy for compensation for \$2,500 in lieu of health care coverage. Motion carried.**

5. Finance Committee – Did not meet.
6. Children's Internet Protection Act: Did not meet, however our Automation Director 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 – Placed on file.
 1. Book Budget: January 2010
 2. Monthly Statistical Report: January 2010
 3. Capital Projects: January 2010

UNFINISHED BUSINESS

1. Endowment Fund Budget – **Motion made by Reppert, supported by Frick, to approve the proposed endowment budget.** Vote by roll call.

Yes	<u>4</u>
No	<u>0</u>
Absent	<u>3</u>

NEW BUSINESS

None

INFORMATIONAL ITEMS

1. Patron Comments
2. Monthly Meetings of Branch County townships and villages
 1. The purpose of this is so the board members can visit the various townships to give them statistical information about the library and answer any questions they may have.

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Motion made by Frick, supported by Reppert, to adjourn the meeting. Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Bonnie Frick
BDL Secretary

Gina Horn
BDL 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