

Branch District Board Meeting
10 E. Chicago St., Coldwater, MI 49036
3rd floor Meeting Room

October 18, 2010
6:00 p.m.

MEETING CALLED TO ORDER

Board President, Dorothy Cherry calls the meeting of the Branch District Library Board to order at 6:00 p.m.

PRESENT FOR ROLL CALL

Dorothy Cherry, BDL President; Georgann Reppert, Vice President; Bonnie Frick, Secretary; Phil Anderson; Pat Kne; Gayle Clover;

ABSENT FOR ROLL CALL

Lynda Chan

ALSO PRESENT

Bruce Mills, Director; Jeanne Berg, Tech Services/Bookkeeper/Circulation Coordinator; Gina Horn, BDL Secretary/Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; Jan Clark, Alganssee Branch Manager; Nola Baker, Adult Services Coordinator/HHR Coordinator; John Rucker, BDL Automation/Assistant Director; Mary Jo Krantz; Bob Kne.

APPROVAL OF AGENDA

Motion made by Clover, supported by Anderson, to approve the agenda as amended with the addition of Proctoring Policy under Unfinished Business and under New Business, Janitorial & Accounting business contracts and considering VeriBanc. Motion carried.

BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion made by Kne, supported by Frick, to approve the minutes of September 20, 2010 as corrected. Motion carried

Motion by Reppert, supported by Kne, to approve the minutes of the Public Hearing for the Plan of Service, on September 23, 2010 as submitted. Motion carried.

FIRST READING OF THE 2010 BUDET

Mills goes over the budget and explains that even though the change to the Plan of Service has not been approved yet, the figures are included in the budget that the branches have requested for the 2011 year based on approval of the change to the Plan of Service. If the changes to the Plan of Service are not approved, those figures will be withdrawn from the budget. Two different budgets were presented to the board, one with a 1% cost of living increase and one without any cost of living increase.

Motion made by Clover, supported by Anderson, to accept the budget with no wage increase.
Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: September 24 & October 08, 2010. **Motion made by Frick, supported by Clover, to approve the bills as submitted. Motion carried.**
2. Financial Report: September 30, 2010 & 2009 (Placed on file.)
3. Branch County Penal Fine Report: September 30, 2010 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: September 2010 (Placed on file.)
5. Glenn Barnett Fund: September 2010 (Placed on file.)
6. Signers for Accounts: The Glenn Barnett certificate for deposit which was recently renewed needs to have updated signers on the account. **Motion made by Frick, supported by Anderson, to have Dorothy Cherry and Gayle Clover be the signers on the Glenn Barnett CD. Motion carried.**

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Algansee Branch – Clark reports.
 1. We have lots of activities going on at Algansee this month. We are having a contest with the children, reading fall or halloween books. Each day the children come to the library and check out fall or halloween themed books they will receive a ticket which will be drawn for a grand prize of a Movie Theater Gift Basket. The drawing will be November 4th.
 2. We will be having a special craft (halloween) day Tuesday, October 26th.
 3. Binder Park Zoo will be coming to Algansee. Due to a lack of space, this event will be held at the Pine Ridge Church on November 4th at 2:00 p.m. The children don't have school that day due to parent / teacher conferences.
 4. Jim & Lynnell Eash picked up a load of walnuts and took them to the hulling station for us.
 5. A Capital Funds request for new signage at both ends of Algansee. The current signs are deteriorating and are broken. **Motion made by Anderson, supported by Kne, to approve the purchase of new library signs for the Algansee branch not to exceed \$400. Motion carried.**
 2. Bronson Branch – Eash reports.
 1. Starting in November we will be starting our programing with movies for the kids and different things.
 2. Tina Scott has been helping with Story Hour. For the month of October she had taken over Story Hour because Lynnell and Stephanie were on vacation. It was a big help and she is much appreciated.
 3. We have had a lot of people come to the library to do community service for Job Works and teenagers who are on probation through the court. This has allowed us to get a lot

- of things done.
4. We have three different fundraisers that are coming up.
 1. We will be selling Terri Lynn nuts again this year.
 2. Make a Difference Day Bake Sale is October 23rd from 9 a.m. – 1 p.m. at the Family Dollar store in Bronson. The money raised will go toward the purchase of new books.
 3. We are having a Fazoli's Spaghetti Dinner October 29th from 4 – 7 p.m. at the First Congregational Church of Bronson. \$7 for adults, \$5 for children 10 years and under.
 3. Coldwater Branch – Mills reports
 1. Kids Place will be having “Junk Yard Wars” tomorrow night. Patrons have been bringing in “junk” to build a “robot” out of recycled materials.
 2. The Rocky Mountain Shadows came to the library for a live performance. The event was well attended and everyone had a good time.
 3. Author Donald Vaughn Renner will be at the library November 4th at 5:40 to talk about his latest book, *Maybe, Just Maybe*.
 4. We were able to get a DVD biography of Stieg Larsson, who wrote the Millennium trilogy. This DVD is only available to libraries.
 5. This is Teen Read Week and there are a number of activities planned.
 1. Game night is on Tuesday night.
 2. Thursday the Anime' Club will be doing Karaoke Japanese style.
 3. Friday is a Poetry Slam at Northwoods.
 4. Walmart Distribution has donated \$500 to the Teen Department for programing.
 5. The Teen Essay Contest is over. The Branches are looking over the finalists and the winner will be announced at the Poetry Slam.
 6. Dorothy Cherry is trying to help us put together some information for our lawyer. In the process of trying to run down the cause of some of these leaks, we have discovered numerous improper workmanship issues with the way the roof was put together. According to our contract, we have a 10 year warranty on the labor, so we do have the right to complain to them. Bracy & Jahr has offered to do the work for a fee, if the company that did the roof does not respond in a timely fashion.
 7. We are still pursuing the issues that we think may be due to masonry with the building walls. There are other issues that need to be discussed in a Building Committee meeting, which will be scheduled soon.
 4. Coldwater Public Library (Holbrook Heritage Room)
 1. Approved Minutes of September 13, 2010
 1. We are welcoming a new Volunteer, Nancy Aldrich.
 2. We invited author, Valarie Van Heest to come and speak about her new book, *Lost on the Lady Elgin*. The event was well attended.
 5. Quincy Branch – Krantz reports.
 1. The library has been very busy: Fax usage is always increasing, 40-50 each month; nearly 500 individuals use the Internet per month; lately, 1300 use the library each month.
 2. Story Hour resumed in September with a new daycare attending, plus other new

children/adults.

3. 100th Celebration went very well, and we were pleased with the turnout and with the article in the Daily Reporter. Library Advisory Board members and Library Friends did a tremendous amount of work for the event.
 4. Township is restructuring the one handicap parking space in front of the library, by the ramp, so it will be more user-friendly.
6. Sherwood Branch – Horn reports.
1. We are still collecting walnuts for our fundraiser. We have taken in one load. There do not seem to be a lot of walnuts on the trees this year.
 2. We had a good turnout for the Basket Weaving Class last Tuesday. 8 patrons signed up, but only 6 attended. This was a good number so that everyone could get individualized attention. We will be finishing up our baskets this Tuesday.
 3. Our Cake Decorating Class had to be rescheduled from last Thursday to this Thursday. The supplies that were ordered did not come in on time. The class is full with 10 people signed up.
 4. Sherwood had 3 teens turn in essays for the Teen Read's Essay Contest. They are excited and have been asking every day how many essays have been turned in.
 5. The bench that was approved last month came in and has been installed.
7. Union Twp. Branch – Mills reports.
1. The new Union Township library is progressing nicely. They are hoping to have the building enclosed before winter.
 1. The Interior Committee has met once, with another meeting scheduled after John Rucker returns from vacation.
 2. Coldwater location has extra shelving that will be repainted and used at the Union location.
 2. A Thanksgiving Day bake sale is scheduled on the Tuesday before Thanksgiving (November 23rd). Proceeds will go toward programming.
 3. As the Capital funds will be spent on the new library furnishings, new items will still need to be requested as more funds appear. (the wish list includes additional hours; a new copier; new printer)
2. Building Committee: Did not meet.
 3. Ad-Hoc Committee: Did not meet.
 4. Personnel Committee: Did not meet.
 5. Finance Committee: Met October 8, 2010
 1. Minutes of the Finance Committee Meeting.
 6. Technology Committee/Children's Internet Protection Act: Did not meet, however our Automation Librarian assures compliance with the Children's Internet Protection Act.
 7. Director's Report: (Placed on file.)
 8. Automation Report: Rucker reports.
 1. One of the duties of the job is Tech Support for the Literacy Council. Linda Chan, Director of the Literacy Council was able to get a new computer with the grant they received. The computer came in and is set up.
 2. Evergreen News – the 2nd largest library in the country has joined Evergreen. The King

County library has met their target date to go live. They are bringing a lot of their resources and money towards this project.

3. Part 2 of the Evergreen Reports Training – John will be creating more advanced reports for us.
 4. SEPA News – John is continuing to monitor in the process of rolling out to all of our locations, updated hardware and local branch web filters and firewall systems. This also includes network rewiring and making things a little more secure.
 5. Sherwood Branch – some months ago we had to increase our level of service for the internet (Hughes Net) to account for data usage exceeding the amount we had paid for. We haven't exceeded our level yet, but with the popularity of YouTube and other video programs it was adversely affecting our library business. We have had to block video and audio downloads. People can still navigate through these sites, they just won't be able to download them. We will keep addressing this. This would effect Overdrive, so it would not be available for downloads at the Sherwood Branch.
 6. Quotes for the Union Interior Project – We have extra shelves from the Coldwater project that will be repainted to look new so we can use them for Union. This will help keep the cost down.
 7. The Fiberoptic cable here at Central will be activated on November 1st.
 8. We have ordered the light globes from Kendal Electric for the Coldwater Branch.
9. Statistical Reports
1. Book Budget: September 2010 (Placed on file.)
 2. Monthly Statistical Reports: September 2010 (Placed on file.)
 3. Capital Projects: September 2010 (Placed on file.)

UNFINISHED BUSINESS

1. Exam Proctoring Policy – Local students and library patrons will not be charged a fee. Students who are not Branch County residents will be charged a \$5.00 fee per exam. **Motion made by Anderson supported by Frick, to approve the Exam Proctoring Policy as amended. Motion carried.**
2. Township Supervisor's meeting: There was no one at the Township Supervisor's meeting who had any opposition to the change to the Plan of Service. They were very receptive to the change and very receptive to the library. **Motion by Reppert, supported by Frick, to bring the Plan of Service amendment off the table and bring it to a vote. Motion carried. Motion made by Clover, supported by Reppert, to adopt the Plan of Service proposal. Motion carried.**

NEW BUSINESS

1. Review Janitorial & Accounting Contracts:
 1. Accounting Contracted Service: After much discussion it was decided to stay with our current accounting service.
 2. VeriBanc Service: Anderson supplied hand-outs and explained that VeriBanc is a service that rates the banks and their viability. The reports with the ratings are quarterly. **Motion by Frick, supported by Anderson, to check with our accountant to see if they have information from VeriBanc regarding the banks in which the library has money. If the report is not available through our accounting firm, then we purchase a single**

issue of this report. This is to come out of the Professional Services account. Motion carried.

3. Janitorial Contracted Services: The board would like to have an itemized list of what is being done on a daily basis by our current janitorial service and open it for bid.

INFORMATIONAL ITEMS

Patrons Comments: Placed on file.

Phil Anderson joined the Woodlands Governing Board.

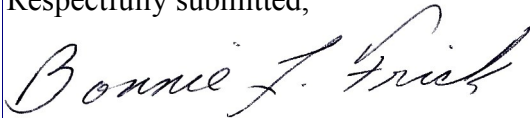
EXTENDED PUBLIC COMMENTS

ADJOURNMENT

Motion made by Clover, supported by Anderson, to adjourn the meeting at 8:20 p.m.

Motion carried.

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