

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

December 20, 2010
6:00 p.m.

MEETING CALLED TO ORDER

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

PRESENT FOR ROLL CALL

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

ABSENT

None.

ALSO PRESENT

Bruce Mills, Director; Jeanne Berg, Tech Services/Bookkeeper/Circulation Coordinator; Gina Horn, BDL Secretary/Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; John Rucker, BDL Automation/Assistant Director; Nola Baker, Adult Services Coordinator; Heidi Harris, Bob Kne, Cindy Sebald

APPROVAL OF AGENDA

Motion made by Clover, supported by Frick, to approve the agenda with the addition of New Budget under New Business. Motion carried.

BRIEF PUBLIC COMMENTS

Sebald – Discussed the progress of the new library in Union and some of the issues.

APPROVAL OF MINUTES

Motion made by Clover, supported by Anderson, to approve the minutes of November 15, 2010 as corrected. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: 11/19/10; 12/03/10; 12/17/10 **Motion made by Anderson, supported by Reppert to approve the bills of 11/19/10, 12/03/10 and 12/17/10 as submitted. Motion carried.**
2. Financial Report: November 2010 & 2009 (Placed on file.)
3. Branch County Penal Fine Report: November 3, 2010 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: November 2010 (Placed on file.)
5. Glenn Barnett Fund: November 2010 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Algansee Branch: Mills reports.
 1. All is good at the library. Jessica has done a great job with crafts and stories for the Christmas season.
 2. The Friends are having a drawing for a movie pack and other prizes on Tuesday, December 21st. Our Friends group is small but they do a lot for our library. We are looking forward to a good year in 2011.
 2. Bronson Branch – Eash reports.
 1. This past Thursday, Eash attended a Performance Showcase in Albion to see some of the performers do their acts for the Summer Reading Program in 2011. Not all of the Branch Managers were able to attend, so we will be meeting tomorrow night to schedule performances for the Summer Reading Program.
 2. We are continuing with Preschool Story Time, Movie of the Month and Scrapbooking.
 3. January 8th at 10:30 a.m. we have an author by the name of Robert Magness who wrote, *The Court-Martial of Douglas MacArthur*.
 4. We are working on the 2011 schedule; a couple of things that are coming up in January are the *Beat the Winter Bla's Contest*; On January 11th 2011 people will sign up to read 1 book from 11 different genres by November 11th 2011.
 5. January 4, 2011, we will begin our new hours: Tuesday, Wednesday & Thursday 10 – 6; Friday 10 – 4; Saturday 9 – 12.
 6. Rebecca Duke was appointed by the City Council to replace Jan Lehman on the Bronson Branch Advisory Board.
 7. Our Friends have a Book Sale going on, it's fill a bag for \$2. We are also still selling Terry Lynn Nuts.
 3. Coldwater Branch – Mills reports.
 1. Kids Place Report (Placed on file.)
 1. In addition to the Kids Place report, Rucker adds that due to the huge success of the annual Polar Express program, Kids Place Coordinator, Ruth Vanderpool-Combs is going to try to transfer this over to the Little River Railroad. Ruth's goal is to have the cost for this program be covered through local sponsorship so the kids will be able to ride the train for free. This year there were 95 children in attendance to this one program.
 2. Adult Services – Baker reports.
 1. On Thursday, December 2nd ten patrons enjoyed Tea 101 with Polly Kragt from Chocolatea in Portage. Everyone was educated on different blends of tea and the proper way to prepare loose leaf teas. Polly has agreed to come back and do another program this summer.
 2. We welcome Kathrine Burrows back to the staff, She is now working on the reference floor and is replacing Amanda Yearling, who left us at the end of November.
 3. We received a check from Meijers & Pepsi in the amount of \$407. We would like to use this money to purchase books for One Book, One County.

4. The Social Security Administration will be hosting a free workshop at the Coldwater branch, Thursday, January 27th from 6 – 7:30. The purpose of the workshop is to discuss questions patrons may have as they prepare to retire. To register patrons will need to call the Social Security Administration. There will be a 30 person maximum.
4. Coldwater Public Library – (Holbrook Heritage Room)
 1. December meeting canceled.
5. Quincy Branch – Frick reports.
 1. The Quincy branch has been very busy for the month of November. For the month of November we had 1,934 items that were circulated and 300 people used the computers.
 2. Our Friends group has been busy volunteering for Story Hour and clipping the news paper articles for biographical files.
 3. Much genealogical research is happening at Quincy. Our clerk, Renee has great expertise in that area, so our patrons get good service.
 4. Branch Manager, Wood was also impressed with the Performers Showcase in Albion. It is a great opportunity to see first hand what programs are best to book.
 5. The township had performed an annual check of the security system.
 6. Memorial donations have been low for 2009 & 2010, but the community is still very supportive. One family gifted a cd player, which we were able to use last week for our Story Hour Christmas Party.
6. Sherwood Branch – Horn reports.
 1. I also went to the Performance Showcase and am looking forward to meeting with the other Branch Managers to schedule our summer programs.
 2. We held our Cookie Exchange with 18 patrons attending. I talked to them about creating the Friends of the Sherwood Library and had a great response.
 3. Story Hour finished on the 16th of December until after the holidays.
7. Union Twp. Branch – Rucker
 1. Union Twp. Interior report – **Motion made by Kne, supported by Frick, to approve the expenditures listed on page 1 of the report from the Union Township Branch Capital Account. Motion carried.**
2. Building Committee: Did not meet.
3. Ad-Hoc Committee: Did not meet.
4. Personnel Committee: Met on December 3, 2010.
 1. No report. The Personnel Committee will meet again after the first of the year.
5. Finance Committee: Did not meet.
 1. **Motion by Anderson, supported by Clover, to allow the Branch District Library to be permitted to deposit its money in any depository institution that is permissible for governmental bodies under Michigan law and is Federally insured. Motion carried.**
 2. Technology Committee: Did not meet. Our Automation Librarian assures compliance with the Children's Internet Protection Act.
6. Director's report – Placed on file.
7. Automation report – Placed on file.
 1. **Motion made by Chan, supported by Reppert, to approve the purchase of 5 large screen and 5 small screen monitors to use for informational display, for a total of \$5,944.83 to come from Major District Projects. Motion carried.**
 2. **Motion made by Chan, supported by Anderson, to approve the purchase of 21 desktop**

computers, 1 server, 11 monitors, memory upgrades and spare parts, and 8 new barcode scanners for a total of \$20,803.58 to come from the 2011 Future Automation. Motion carried.

8. Statistical Report: November 2010
 1. Book Budget: November 2010 (Placed on file.)
 2. Monthly Statistical Reports: November 2010 (Placed on file.)
 3. Capital Projects: November 2010 (Placed on file.)

UNFINISHED BUSINESS

None

NEW BUSINESS

1. 2011 Revised Budget – **Motion made by Reppert, supported by Frick, to accept the 2011 revised budget.** Roll call vote: Ayes: 7 Nays: 0 Absent: 0

INFORMATIONAL ITEMS

1. **Motion by Frick, supported by Clover, to spend up to \$100 on a book or books *In memory of Chester & Violet Berg.* The selection of the book or books is to be done by their daughter Jeanne Berg. Motion carried.**

EXTENDED PUBLIC COMMENTS

ADJOURNMENT

Motion by Chan, supported by Kne, to adjourn the meeting. Meeting adjourned at 7:46 p.m.

Respectfully Submitted

Bonnie Frick
BDL Secretary

Recording Secretary
Gina Horn

The Branch District Library System will provide necessary and 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.

