

Branch District Board Meeting  
10 E. Chicago Street, Coldwater, MI 49036

Sherwood Branch  
118 Sherman Street  
Sherwood, MI 49089

August 15, 2011  
6:00 P.M.

**MEETING CALLED TO ORDER**

The meeting of the Branch District Library Board was called to order at 6:00 p.m. at the Sherwood Branch.

**PRESENT FOR ROLL CALL**

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

**ABSENT**

Lynda Chan (excused)

**ALSO PRESENT**

Bruce Mills, BDL Director; Jeanne Berg, Tech Services/Bookkeeper/Circulation Coordinator; Gina Horn, BDL Secretary/ Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; John Rucker, Assistant Director/Automation Librarian; Jon Rick; Cindy Sebald.

**APPROVAL OF AGENDA**

**Motion made by Frick, supported by Anderson, to approve the agenda with the addition of Library Collection Agency under Unfinished Business as amended. Motion carried.**

**BRIEF PUBLIC COMMENTS**

**Sebald:** Would like to thank the board for their support with the library project; the BDL staff and board members for attending the Grand Opening of the Union Township Library; a special thanks to Dorothy, for the very kind things she said about Cindy at the opening of the library. The lease was signed between the village and the township on September 8, 2008. The Union City Village Manager is gathering the copies of the EPA requirements on the site and a description of the property as an attachment to the lease, so that all of the groups will have complete information.

## **APPROVAL OF MINUTES**

**Motion made by Clover, supported by Anderson, to approve the minutes of July 18, 2011 as corrected. Motion carried.**

## **CORRESPONDENCE**

None

## **FINANCES**

1. Approval of Bills: July 29 & August 12, 2011 - **Motion made by Frick, supported by Reppert, to approve the bills of July 29 & August 12, 2011. Motion carried.**
2. Financial Report: July 2011 & 2010 (Placed on file.)
3. Branch County Penal Fine Report: August 8, 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: July 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: July 2011 (Placed on file.)

## **PENDING BUSINESS**

1. Reports from Central and Branch Liaisons:
  - a. Algansee Branch – Mills reports.
    - i. Our Summer Reading ended July 23<sup>rd</sup> with 50 patrons signed up and 40 patrons finishing.
    - ii. On July 22<sup>nd</sup> we had 25 patrons come to our Drummunity program. The weather was perfect for having the program outdoors. All had a lot of fun and made a lot of noise!
    - iii. July 30<sup>th</sup> we had our end of Summer Reading Program party. We had 11 adults and 19 children attend. Thanks to Coldwater Friends, McDonald's, Branch County Fair and Algansee Friends, who presented patrons with a gift bag and held drawings for canvas book bags. The Friends served cookies, punch and water.
    - iv. We had a good summer and programs at Algansee Library and had great weather for outside activities.
    - v. We are now working on fall crafts for story hour.
  - b. Bronson Branch: Eash reports.
    - i. Summer Reading Club finished on July 26<sup>th</sup>. Awards were handed out on Saturday, July 30<sup>th</sup>. 8 bikes & helmets were donated for prizes from the Bronson Masonic Lodge and 4 bikes were donated from the Knights of Columbus. The bikes were presented last Wednesday to some very excited children.
    - ii. We had 268 sign up for the Summer Reading Club. 175 children; 36 teens; 57 adults. Of which, 112 children; 14 teens; 26 adults finished the SRC.
    - iii. July we signed up 33 new patrons.
    - iv. We are working on the fall schedule of programs.
    - v. Volunteers have read shelves and gotten things back in order. We will be washing books again.

- vi. The Friends meeting is tomorrow at 5:00 p.m. and we will be discussing the possibility of phase II – a Media Center.
- c. Coldwater Branch –
  - i. Kids Place report – placed on file.
- d. Coldwater Public Library (Holbrook Heritage Room)
  - i. Minutes from July 11, 2011
- e. Quincy Branch – no report.
- f. Sherwood Branch – Horn reports.
  - i. Welcome to Sherwood! We finished up our Sumner Reading Club the end of July. We held the drawing for the prizes the following Thursday. There were 45 people here waiting to see whose name would be drawn. We had some very excited children! We had a basketball hoop & ball; 3 bikes; MP3 player; Leapster & game; digital movie camera; T-shirts and book bags to give away. We also celebrated with homemade vegan ice cream, watermelon sorbet & homemade cupcakes that the kids decorated.
  - ii. We have begun our fall cleaning project, which includes washing books; shelf reading; dusting shelves and weeding of books.
  - iii. We are also starting a scanning project. I have a wonderful volunteer, Kay Golden, who will be coming in twice a week to scan old photos of Sherwood from a private collection. We are very grateful to Leo Smurr for providing us with the photos to be scanned and for Kay's hours of service!
  - iv. I went to the Village meeting at the beginning of the month to talk to them about a possible expansion project for the Sherwood branch. They are still trying to decide if it is something they want to do. Right now their main concern is the cost of the utilities.
- g. Union Branch – Kaniewski reports.
  - i. Nothing but positive comments from the public.
  - ii. We average around 100 people on a full day. We are busier than before, on a regular basis.
  - iii. Jon Rick has volunteered to help get the books cleaned.
  - iv. One young person had mowed the lawn Saturday. We had understood that the Village would be taking care of this. None of the library property was mowed.
  - v. We extended the Summer Reading Program for 2 weeks and had a disappointing number finish.
  - vi. We gave 4 \$15 gift certificate from Taylors; T-Shirts; a bike from McDonalds and an MP3 player
  - vii. Craft time was held on the first Saturday. The next one will be held on September 10<sup>th</sup>.
  - viii. August 24<sup>th</sup> Jon Rick will do a scrapbook session.

- ix. Kaniewski asked the Township after 2 weeks of being in the building when the cleaning person would be coming and also asked for paper products, to which she was told that the Township would not be supplying these things any more. Mills will contact Strong about this situation. **Motion made by Frick, supported by Kne, to purchase a vacuum & heavy duty electrical cord for Union Twp. library, from Union Twp. Capital up to \$350. Motion carried.**
- 2. Building Committee: Met August 10, 2011
  - a. Minutes from Building Committee.
  - b. Bob from Willowbrook would like to talk to the building committee about the stairs.
  - c. Reppert – We are concerned about putting money into a building we don't own and would like to check into the Michigan Foundation Grant Workbook, that lists all of the grant foundations in Michigan and what they are willing to give grants for. We have a historic building and they can and will give money to restore and update historic buildings. We will not be able to get grants to help with operating expenses, but at least this would help. There is someone at KCC who will help with the initial search. The less money that we have to put into the building, the more we can spend on books and operating expenses. Mills will look into it.
- 3. Ad-Hoc Committee: Did not meet.
- 4. Personnel Committee: Did not meet.
- 5. Finance Committee: Met August 15<sup>th</sup>
  - a. Needs to be rescheduled.
- 6. Children's Internet Protection Act: Did not meet; however our Automation Librarian continues to monitor and assures compliance with the Children's Internet Protection Act.
- 7. Director's report: Mills reports.
  - a. Placed on file.
- 8. Automation report: No report.
- 9. Statistical Reports
  - a. Book Budget: July 2011 (placed on file.)
  - b. Monthly Statistical report: July 2011 (placed on file.)
  - c. Capital Projects: July 2011 (placed on file)

**UNFINISHED BUSINESS**

- 1. **Collection Agency:** Anderson reports  
We seem to be getting \$2 back for every \$1 we spend, plus we are getting materials returned. A lot of the material is not replaceable.

**NEW BUSINESS**

None

**Patron comments**

Placed on file.

**INFORMATIONAL ITEMS**

**ADIOURNMENT**

**Motion to adjourn made by Clover, supported by Reppert, to adjourn the meeting. Meeting adjourned at 7:48**

**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