

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

3rd Floor Meeting Room

October 17, 2011
6:00 p.m.

MEETING CALLED TO ORDER

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

PRESENT FOR ROLL CALL

Georgann Reppert, BDL Board Vice-President; Phil Anderson; Bonnie Frick; Lynda Chan; Gayle Clover

ABSENT

Dorothy Cherry, Pat Kne;

ALSO PRESENT

Bruce Mills, BDL Director; John Rucker, BDL Assistant Director/Systems Administrator; Jeanne Berg, Bookkeeper/Circulation Coordinator; Gina Horn, BDL Secretary/Sherwood Branch Manager;

APPROVAL OF AGENDA

Motion made by Clover, supported by Anderson, to approve the agenda as presented. Motion carried.

BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion made by Frick, supported by Chan, to approve the minutes of September 19, 2011 as corrected. Motion carried.

FINAL READING OF THE 2012 BUDGET

Mills – No changes have been made since the first reading of the budget for 2012. The director presented to the board a plan to increase fines from .10 per day to .25 per day. **Motion made by Clover, supported by Anderson, to increase fines on all library material from .10 to .25 per day after January 1, 2012. Motion carried.**

Motion to approve the 2012 budget made by Chan, supported by Clover.

Roll call vote - Aves: 4 Nav: 1 Absent: 2

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: September 23 & October 7, 2011: **Motion made by Clover, supported by Chan, to approve the bills as submitted. Motion carried.**
2. Financial Report: September 2011 & 2010 (Placed on file.)
3. Branch County Penal Fine Report: September 30, 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: September 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: September 2011 (Placed on file.)
6. Quarterly Allegis Credit Union Statement: July 1 – September 30, 2011 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Algansee: Mills reports.
 1. We are continuing with craft and story hour every Wednesday at 4:30.
 2. Fall cleaning shelves and books.
 3. Walnut drive is really good; two loads have been taken in already and a lot more to go. People are still bringing the walnuts in. The Friends of Algansee have picked a lot of walnuts on the side of the road and in older folks yards.
 2. Bronson: No report.
 1. Capital Request for No Smoking signs and smokeless ashtrays for outside. \$250 total. **Motion made by Anderson, supported by Clover, from Bronson's Capital for no more than \$250 for No Smoking signs and smokeless ashtrays items. Motion carried.**
 3. Coldwater Branch: Mills reports.
 1. Kids Place report – Placed on file.
 2. We have 2 new volunteers – one is a special needs student, who will be here with her teacher. The other is a foreign exchange student from China. We have also had some community service volunteers help with cleaning and various tasks.
 4. Coldwater Public Library (Holbrook Heritage Room).
 1. September 10, 2011 minutes of the CPL Board meeting (placed on file.)
 5. Quincy Branch: Frick reports.
 1. The Advisory Board mourns the loss of Bobbie Brickey who passed away October 6. Bobbie was dedicated to the board for 35 years (1972 – 2007) as well as the Friends group and also volunteering in the library. We are grateful for the lovely reception, attended by many in her honor, back in May 2007 after Bobbie had moved to Kalamazoo.
 2. The library has been busy with good circulation and 12 new registrations this month and Story Hour has been well attended.
 3. The fire extinguishers were recently inspected.
 4. The Township is conscientious in regards to our alarm system, which will be inspected next week. The Township also took the initiative to have the carpets cleaned throughout the building. This cleaning was needed especially after the berries that tracked in on the carpets from the trees out front of the library.
 5. Teen Read Week will be celebrated October 18 – 22 at Quincy. Teens are encouraged

to checkout any item at the library and receive a treat.

6. Sherwood Branch: Horn reports.

1. Sherwood will be partnering with *One Warm Coat*. We will be collecting coats and winter gear (gloves/mittens; hats & snow pants/snowsuits) from October 1st through December 17th. Anyone in need of warm winter wear can pick them up during library hours at the Sherwood branch. We will also be working with Putnam's Funeral Home, the Women's Shelter and area service clubs to make sure the coats get to families in need.
2. We continue to have a busy story hour with 4 to 10 children attending. So far all of our story hour children are girls, so we are planning a Fancy Nancy Tea Party on October 27th. We will all (parents as well as children) dress in our "fanciest" party dresses (including feather boas and fancy hats) and enjoy cookies and punch (or tea). The Sherwood Garden Club will be helping with the crafts for this party.
3. Capital Request - \$250 for a people counter; \$1720 for a TV/DVD cart; DVD player; speakers and 47" TV. Motion made by **Anderson, supported by Clover, to approve the expenditure of no more than \$2,000 from Sherwood's Capital fund for a people counter; TV/DVD cart; TV and DVD player & speakers. Motion carried.**

7. Union Twp Branch – Rucker reports.

1. Capital Request - \$1720 for a TV/DVD cart; DVD player; speakers and 47" TV. **Motion by Frick, supported by Chan, to approve the purchase of a TV; DVD player; speakers and TV/DVD cart, from Union Capital for no more than \$1,750. Motion carried.**

2. Building Committee:

1. Estimate for window coverings from Willowbrook Interiors and MSC Blinds & Shades. **Motion by Chan, supported by Frick, to table the blinds until next month. Motion carried.**
3. Ad-hoc Committee/Children's Committee: Did not meet.
4. Personnel Committee: Did not meet.
5. Finance Committee: Did not meet.
6. Technology Committee/Children's Internet Protection Act: Did not meet; however our Automation Librarian continues to diligently monitor the system and assures compliance.
7. Director's Report: Placed on file.
8. Automation- Rucker reports.
 1. I have 1 wireless Internet antenna that has completely failed, and two on their way out, at the Coldwater Library. I would like to request \$368.49 from the Automation account to purchase 4 new antennas to replace these 3 faulty ones and have 1 spare for the future. The current antennas are all from our initial wireless Internet service rollout in early 2004. **Motion made by Anderson, supported by Clover to approve the expenditure of \$368.49 from the Automation account to purchase 4 new antennas to replace the current antennas and for 1 spare. Motion carried.**
 2. Last night I attended the meeting of the Union Township Board of Trustees, to learn their responses to 5 questions that Dorothy Cherry sent to them on Sept. 21. Dorothy's full letter follows this report. Here are the responses to the questions:

1. The township will not provide the library with any additional storage space in the basement.
2. The township will not cover the costs of having the interior of the library cleaned. This will be the responsibility of the library.
3. The township affirms its obligation to keep up with all exterior maintenance of the library.
4. The township reiterated that the lease between the village and township says it shall not be recorded, and that it wasn't. The report Ralph had made earlier of recording the lease in some fashion somewhere was for EPA purposes. He said that they have not recorded the lease with the Register of Deeds, but have provided Dorothy with a copy since her letter was sent to the township.
5. The township voted at an earlier meeting to limit the basement to municipal use only. The library or any other outside groups will not be permitted to use the basement for any functions.
6. The township's perspective is that maintaining separation between the library and the township is a good thing. Their priority is roads and the like, and anyplace where our contracts with the township will allow them to spend less money on the library (such as interior cleaning), they will expect the library to pick up that cost. I recommend to Pat Kaniewski that she spend capital improvement money next year to install as much additional cabinetry as possible in the existing storage spaces, so as to maximize that space.

9. Statistical Reports

1. Book Budget: September 2011 (Placed on file.)
2. Monthly Statistical Reports: September 2011 (Placed on file.)
3. Capital Projects: September 2011 (Placed on file.)

UNFINISHED BUSINESS

None

NEW BUSINESS

INFORMATIONAL ITEMS

Patron Comments (None)

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Motion made by Clover, supported by Frick, to adjourn the meeting.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Bonnie Frick,
BDL Secretary

Gina Horn,
Recording Secretary

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