

DRAFT

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

**Central Library Meeting Room  
November 20, 2000  
6:00 P. M.**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Vera Hurd, Richard Sharland, President; Rosemary Smitley, John Swanson and Interim Director Delores Knapp

**ABSENT FOR ROLL CALL**

No one

**ALSO PRESENT**

Lynnell Eash, Jeanne Berg, Pat Kanewski, Dan Knapp, and Dwight Palmer

**APPROVAL OF AGENDA**

**Smitley moved, seconded by Brown to approve the Agenda of November 20, 2000 with one addition: Dwight Palmer from Meijers is here to speak to the Board. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

**Cherry moved, seconded by Swanson to approve the minutes of October 19, 2000. Motion carried**

**CORRESPONDENCE**

- Two tax abatement applications for Sisuner International Inc. and Quality Springs/Togo.
- Thank you note from Mary Hutchins for the Open House and dinner at Carnegies.

**FINANCES**

1. **Approval of Bills:** **Brown moved to approve the bills as submitted, seconded by Cherry. Motion carried.**
2. **Financial Statement:** **Brown moved to accept the financial statement, seconded by Smitley. Motion carried.**
3. **Penal Fine Chart:** **Discussed. A meeting will be set up with Judge Coyle on either December 4 or December 11 with Smitley, Sharland and Swanson attending with Ashdown as an alternate.**

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NEW BUSINESS

Report from Mr. Dwight Palmer: Mr. Palmer from Meijers Corp. spoke to us concerning a contribution of \$2,500.00 for audio material for the library. He would like the tapes to have the Meijers name on them to show that Meijers contributed them and also to mark the shelf or area with the Meijers name. He also suggested some publicity on the radio, newspaper or other media to give credit for the contribution.

Cherry moved that if Meijers is willing to give the library \$2,500.00 that we assure that the tapes purchased with this money are marked in such a way that they be identified as donated by Meijers and that we do an identification in the audio section that acknowledges the Meijers gift and we arrange for publicity through the Coldwater Daily Reporter, the radio station, Branching Out with a poster in each branch library so that Meijers gets proper publicity and assume that you can put something out in the Meijers store. Smitley supported the motion. Motion carried.

Mr. Palmer also stated that labels and recognition placards would be provided by Meijers. Dee Knapp read to the Board the Meijers Mission Statement.

PENDING BUSINESS

**1. Reports from Central and Branch Liaisons:**

**a. Coldwater:**

1. The megalethscope and slides were sold at auction and the Coldwater board will receive \$8,200.00. More money will be coming for the sale of other materials.
2. The Board decided not to put glass doors on the Heritage room. Instead the double doors have been opened for the public and the sign will be moved so that it will be more visible for patrons entering the building.

**b. Bronson:**

1. Computers are very popular and they have had to enforce the 20 minute time limit.
2. A 12-year-old boy asked Carol if he could organize a Saturday story hour.
3. Plan of Service committee met at Bronson and the meeting went well.
4. The Friends group will be selling calendars.

**c. Quincy:**

1. Everything is going very well.
2. New manager is doing a good job.

**d. Union:**

1. As part of the Christmas "Kick Off" in Union City, our library is going to be open on Saturday evenings on December 2, 9 and 16. On December 2, Dave Keeton, an author will be at the library.
2. The Union library has been asked to be a part of the Chamber of Commerce.
3. The computers are being used a lot. It is possible with a special password to access students grades from Union City Schools.
4. A little girl from Union City, Katie Curics, gave her book which was her birthday gift to the library.

**e. Sherwood:**

1. Carolyn working on the budget.
2. Computers are getting a lot of use.
3. They want evening hours.

f. **Algansee:**

1. There were 19 people at the Halloween party.
2. The walnut sale was a great success with 5400 pounds of walnuts collected and the profit was \$540.00.
3. A Quincy teacher came in and gave 3 boxes of book to the library which the children from her class had donated.
4. In October, 250 people were in the library.
5. Another story time is starting on Tuesday and Saturday during December until Christmas.
6. Last Thursday, Lynnell attended a workshop on Children's programming.
7. Someone is coming this Tuesday to work on a sign for the library.

2. **Building Committee Report:** The committee didn't meet this month. We are still waiting for bids on condensers.

3. **Children's Service Committee Report:** This committee didn't meet this month. Jeanne Berg will make a report later in the meeting.

4. **Personnel Committee Report:** The committee met on Friday, November 17 to interview Bruce Guy for Branch District Librarian. We also discussed the wage hour creep and staffing of the libraries. This evening we interviewed Bryon Sitrler.

5. **Plan of Service Committee:** The committee met in Bronson for the Plan of Service meeting. A discussion was held on the capital projects fund and the one third of the fund to be used for enhancement, staff hours, materials, etc. We also discussed the need to keep some money back per branch for technology.

6. **Technology Committee:** Nothing to report at this time.

7. **Children's Services/Technical Services:** Jeanne Berg reported on the summer reading program including number of children attending in each branch and books checked out during the summer reading program. Next years theme is "Road through the USA".

In automation, we are going to be doing a purge of all of the withdrawn items. This hasn't been done since 1995. This will hopefully eliminate a lot of problem.

National Children's Book Week was last week and we gave out 60 plastic book bags for this day.

We are coordinating with the Friend' group on a bookmark project in December and early January and hopefully this will be an annual event. Anyone in the county can participate if they want to do so.

A report was made on the Core Book list and Coldwater has all core books, Union has 30 out of 31, Quincy has 23 out of 30, Sherwood has 18, Algansee has 13 and Bronson has 11.

Story hours are going on at all branches. Anyone who wants to be a volunteer reader would be welcome.

8. **Business Manager's Report:**

- a. We received the benefit books from Blue Cross/Blue Shield.

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- b. Last Saturday, there was damage on the south end of the building due to a leak in the humidifier. Water leaked to the first floor carpeting.
- c. We received a dividend from Workmen's Compensation.
- d. We are working on the budget and we should be able to balance it before the beginning of the new year.
- e. There was a long discussion about the area to be blacktopped in the parking area and who would pay for it. There is a question about what the city might be open to pay for and what we will have to pay. Two people from the city said they would be receptive to paying for the apron and the sidewalk area. We have not requested anything from the city and it may be too late. Mr. Kaepf was asked to contact Mr. Sattler from the city to see who will pay for the apron/sidewalk area or do we have to pay for it.

**9. Director's Report:**

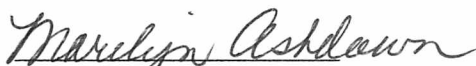
- a. Judy Elliott, the County Clerk, called and stated that a new member has been appointed by the County Commissioners to fill a seat on the library board. Reappointments will be in December. This person will replace Richard Sharland who is the county-at-large member.
- b. We need an application and recommendation for the Union City member. Rosemary Smitley is considering reapplying.
- c. We received a one-page opinion from Rick Fries, our attorney.
- d. Director search is going very well. Lynnell Eash is representing the employees and Loretta Sherfield is the alternate on the interview team. Board members need to be prepared to interview the final candidates on either Thursday, December 7 at 6:00 P. M. or on Friday, December 1 at 6:00 P. M.
- e. Personnel committee and Director will meet with the Quincy Advisory Board in the next week.

**INFORMATIONAL ITEMS:** None

**EXTENDED PUBLIC COMMENTS:** Vera Hurd asked about the Internet unrestricted access for students and how they get a card. Parents have to come to the library to sign the card for the student if they want unrestricted access.

Meeting adjourned at 8:20 P. M.

Submitted by:

  
Marilyn Ashdown, BDLS Board 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. Individuals with disabilities requiring auxiliary aids and services should contact the Branch District Library System, 10 E. Chicago Street, Coldwater, MI 49036, (517) 278-2341 FAX (517) 279-7134.**