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10 E. Chicago St - Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES**

*Central Library Meeting Room*

July 16, 2001

6:00 P.M.

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Dorothy Cherry, John Swanson, President; and Director Frank A. Hemphill.

**ABSENT FOR ROLL CALL**

Carol Brown (arrived at 6:05); Jack Gay, Vera Hurd, Rosemary Smitley (excused.)

**ALSO PRESENT**

Bobbi Brickey, Quincy Library Board; Erica Ewers, Algansee Township Supervisor; Richard Sharland, Board Consultant; and library staff.

**APPROVAL OF AGENDA**

Cherry moved, seconded by Brown to approve the Agenda of July 16, 2001. Motion carried.

**BRIEF PUBLIC COMMENTS**

Maddox: Personnel Committee met at a time when employee's couldn't be there.

**APPROVAL OF MINUTES**

Ashdown moved, seconded by Cherry to approve the Minutes of June 18, 2001 with one correction page1 under #2 Financial Statement moved by Gay instead of Guy. Motion carried.

**CORRESPONDENCE**

☒ Nothing at this time.

**FINANCES**

1. Approval of Bills: Cherry moved to approve the bills as submitted, seconded by Brown. Motion carried.
2. Financial Statement: Cherry moved to accept the Financial Statement, seconded by Brown. Motion carried.
3. Penal Fine Chart: Discussed.

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PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

a. Coldwater: Marilyn Ashdown reporting:

- ☞ Discussed about a plaque for volunteers, will purchase a leather book instead to honor volunteers for services rendered.
- ☞ Lynn Bohling was contacted to visit the library and look over the Heritage Room collection.
- ☞ Suggestion Box placed in the Heritage Room for patrons suggestions and/or comments.
- ☞ Pat Watson to fill Shirley Clevenger's vacancy.
- ☞ Two volunteers at the meeting that gave suggestions on how to improve the Heritage Room.
- ☞ Reviewed the Plan of Service with the Board.

b. Bronson: Carole Maddox reporting:

- ☞ Currently have 76 children signed up for the Summer Reading Program.
- ☞ Thirty-three (33) have finished up to date.
- ☞ Friends have donated a book for each child, will be handed out at the party.
- ☞ Tracking the number of books that the kids read on the map and currently we have been up and around the UP and down to Bay City.
- ☞ Friends Book and Bake Sale this Saturday.
- ☞ Finished weeding the Adult Fiction section of the library.
- ☞ Steph wanted it reported that she had to call Seattle about our Gates Computers. Steph was on the phone for 45 minutes she said they had the patience of Job.
- ☞ Discussed doing more Program Planning talked with Author Kathy Woragen to do a presentation, but can't afford.
- ☞ June there were fifty (50) new registered borrowers.
- ☞ Two jars (a gallon jar and a pint size jar) filled with matchbox cars. 6 yrs and under guess from the pint size jar which contain 6 matchbox cars. A little boy answered 45, his mom said everything is 45 even his age.
- ☞ A young man called a couple of week ago, he used to live in Bronson. He is an executive to Little Tykes, the company has sent three small picnic tables that fold and will send two larger ones and two more small ones at no cost. Only stipulation can't sell and can only give to another library.
- ☞ Every year I take the name of our Summer Reading Program and make words out of it and challenge the children to beat me. "A Tour of Michigan" I have come up with 213 words.

c. Quincy: Carol Brown reporting:

- ☞ Frank and Bobbie attended.
- ☞ Book shelving is on-going.
- ☞ Frank suggested that we look at the light fixtures and have a project of updating.
- ☞ Deciding where the Children's area will be maybe behind the Circ desk. Leads to another situation of what to do with the Circ desk.
- ☞ Friends summer projects: Summer Reading Projects have done very well. Book Sale yielded \$115.00; July 4<sup>th</sup> pie sale \$555.50; Mary Higgins Clark book that one of the Friends donated autographed copy, used as a Raffle yielded a \$127.00.
- ☞ Summer Reading Program party will be this Friday and the Friends will coordinate.
- ☞ Branch Manager will be leaving.

d. **Union Twp:** Pat Kaniewski reporting:

- ☞ Into our Summer Reading Program as well last years total of 65 this year 111 have signed up.
- ☞ Read over 925 books - 55 complete - some are on the edge of being complete - two week to go.
- ☞ July 28<sup>th</sup> party at the Park.
- ☞ \$416.00 currently for bikes another check is forthcoming. Jo Jo Wilkins local barber has solicited other businesses for this project.

e. **Sherwood:** Frank Hemphill reporting:

- ☞ No report.

f. **Algansee:** Lynell Eash reporting:

- ☞ Summer Reading Club forty-four (44) kids so far. Last year 21.
- ☞ Saturday will be the last day.
- ☞ July 28<sup>th</sup> party.
- ☞ Carnival this year, volunteers and Friends will be helping.
- ☞ Sent a report into the township for their meeting since June was the first month they are paying for the extra hours.
- ☞ Last year during June the library had 72 patrons checking out material this year 260.
- ☞ One hundred thirty-seven (137) people in the door, this year 436 people.
- ☞ Twenty-eight (28) first time users in the library a lot were kids. Picked up when Sue and I went to the schools.
- ☞ July 17<sup>th</sup> will be the last Story Hour for the summer.
- ☞ Saturday will be the last Craft Hour for the summer.
- ☞ Everyone getting busy with the Fair.
- ☞ The Summer Reading Club lasted as long as it could.

2. **Building Committee Report:** No report.

3. **Children's Committee Report:** July 6<sup>th</sup>, Rosemary Smitley, Jeanne Berg, Marilyn Ashdown: update on all the Children's Programs. Summer Reading Program total 704 at that time, a lot more reported now. How branch personnel will be reviewing the Children's Books as they had before. Encouraged the branches to use the booklist to build up your book collections. Talked about all the work that the Friends Groups are doing for the libraries. A letter of appreciation should be mailed to all the Friends Group in Bronson, Quincy, Coldwater and Algansee. Asked Jeanne that the Friends would send their minutes to the Board.

4. **Personnel Committee Report:** July 6<sup>th</sup> meeting. Swanson reported, the committee reviewed the Blue Cross/Blue Shield insurance policy price increases for next year. Sandy Cunningham issue will be presented to the next Personnel Committee meeting.

5. **Plan of Service Report:** With Board's permission: a reminder letter to be sent out to various groups that received the Plan of Service and tell them that the Board will be taking final action on the Plan of Service in September we would appreciate any replies and if nothing heard by then the Board will go ahead and approve it.

6. **Technology Committee Report:** No report.

7. **Director's Report:**

- ✓ **Closing of Bronson Library for Polish Festival:** Bronson Library should be closed for Saturday, July 21, 2001. Maddox and Davis will be there volunteering for the bake/book sale, I recommend they be paid for their time. Cherry move, seconded by Ashdown that the library be closed for Saturday, July 21<sup>st</sup> and that Carole Maddox and Stephanie Davis be paid for three hours for the time they spend at the library in conjunction with the bake/book sale. Motion carried.
- ✓ **Recommended computer upgrades for Capital Project Budget:** Cherry moved, seconded by Ashdown to authorize the computer upgrade purchases in the amount not to exceed \$7,000 as specified in the memo to the Board. Motion carried.

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- ✓ Woodlands Sponsored Computer Consultant: Cherry moved, seconded by Brown to Table until August 21<sup>st</sup> Board Meeting. Motion carried. Tabled for further information.
- ✓ Library Aid: Cherry moved, seconded by Brown to approve the job description. Motion carried.

#### NEW BUSINESS

1. BDLS Board meeting day - change: Cherry moved, seconded by Brown be it resolved that the Branch District Library Board change its monthly meeting date from the third Monday of each month to the third Tuesday of each month 6:00 p.m., post all notices as required by the Public Meeting Act. Motion carried. Roll call vote: Ayes 4, Nays 0, Absent 3.
2. Resolution honoring Linda VanWormer & Carolyn Robbins: Brown moved, seconded by Ashdown to approve & sign resolution. Motion carried. Roll call vote: Ayes 4, Nays 0, Absent 3.

#### INFORMATIONAL ITEMS

Hemphill reported to the Board his activities since being hired. Visited Quincy, Union City, Bronson, Algansee at least once, twice or more. Haven't visited Sherwood. In the process of advertising in-house for Quincy vacancy no public notice. Visited all the governmental administrators that are on the various units of government around the area. Trying to meet a lot of people who have been very kind to the library. Attended one Woodlands Meeting, Quincy Board Meeting. Next month I'm going to make an attempt to go around to the various City Council, Board of Commissions, and Township Boards just to present a face and just say I'm here. I attended the Health Fair at Heritage Park, Pet Parade at Quincy, will be at the Polish Festival this Saturday. I have not met the new school superintendent. Algansee is a little jewel, I love stopping at Union City on my way home, Quincy is a jewel of a place and Bronson has Carole there, makes all the difference in the world. Thank you for hiring me I guess that's basically what I'm saying. Swanson: "Very pleased your happy at what you're doing, thanks for the update."

#### EXTENDED PUBLIC COMMENTS

Maddox: I just wondered if you are going to make a final approval in September on the Plan of Service if all the townships and/or cities have been notified. Swanson/Ashdown: "Waiting for replies."

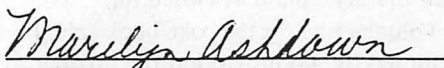
Maddox: Other thing I'd like to say that if your meetings are on Tuesday, this will be the last meeting I will be able to attend since the library is open on Tuesday until 7:00 P.M.

Eash: Since the library is open only until 5:00 p.m. in the Summer will someone be at the door to let the people in. Hemphill: "Will do that."

#### ADJOURNMENT

ljourned 7:15 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 weeks' 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.

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