

10 E. Chicago St. – Coldwater, MI 49036

DRAFT

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room**

**August 20, 2002
6:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Gayle Clover, Jack Gay, Adam Hollingsworth, John Swanson, President.

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Jane Baldwin & Bobbie Brickey, Quincy Library Board; Erica Ewers, Algansee Township Supervisor; Frank Hemphill, Library Director; Richard Sharland, BDLS Board Consultant; & Library Staff.

APPROVAL OF AGENDA

Cherry moved, seconded by Ashdown to approve the Agenda of August 20, 2002, as amended with two additions: Public Hearing – need a Resolution to pass – Resolution will be read before Public Hearing; after Correspondence: Jeanne Berg - Blue Cross increases. Motion carried.

TRUTH IN TAXATION

Resolution & Hearing

Posted in the Coldwater Daily Reporter August 15, 2002

Meeting opened to the public at 6:03 p.m. no comments from the public closed 6:05 p.m.

Resolution to increase 0.0192 mills in the operating tax millage rate to be levied on property in 2002.

Brown moved, seconded by Cherry.

Roll Call Vote: 7 Ayes 0 Nays 0 Absent Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Ashdown moved, seconded by Brown to approve the minutes of July 16, 2002 as amended with a question of Page 4 - #7 Director's Report: bullet #4 (must inform the Personnel Committee Members of employee terminations or lay offs) Cherry will do some checking into this statement. Motion carried.

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CORRESPONDENCE

- Thank you note from Barb Riegel thanking the Board for their donation to the Missions Fund in memory of her husband.

JEANNE BERG
BLUE CROSS INCREASES

David Aviza and his staff met with Leslie Burrows, Jeanne Berg and Mr. Swanson to present and discuss the new proposal coverage options and retirement coverage of Blue Cross/ Blue Shield insurance plans commencing on September 15, 2002. Increase of 27.7%. Mr. Aviza said he would meet with the Board or the Board's Committee if need be. Discussed by the BDLS Board in length, that the Blue Cross/Blue Shield insurance proposal coverage be referred to the Financial Committee for their consideration.

Meeting of the Financial Committee scheduled for: Tuesday, September 3rd @ 6:00 P.M.

AFLAC will be referred to the Personnel Committee: Meeting scheduled for Monday, August 26th @ 1:15 P.M.

FINANCES

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

PENDING BUSINESS

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

a. **Coldwater: Renshaw reported:**

- 2002 Coldwater Cardinal Yearbook will be ordered for the Heritage Room. Bronson, Quincy and Union City Twp year books also be added to the collection.
- 108 visitors in July.
- Hemphill will continue to investigate the feasibility of a foundation.
- John Trestrail will give a talk on Saturday, August 24 at 10:00 a.m. on Dr. Hawley H. Crippen, one of Coldwater and Branch Counties most infamous sons.

b. **Bronson: Gayle Clover reported:**

- 105 signed up for the Summer Reading Program with 59 completeing.
- Everyone enjoyed the Bat Program 80 people attended. Pop corn was provided by White Star Auction. Drinks and a free book for each child donated by the Friends of the Library.
- 140 young adult books, 729 juvenile fiction, 105 juvenile non-fiction, 83 juvenile videos, 36 juvenile magazines, 160 juvenile books on tape. 1209 items out for the Summer Reading Program.
- Tuck & point project is completed, as far as the company is concerned. But there is more to be done.
- September 11th for the dedication of the Flag. Rotary, Police, Fire Department, boy & girls scouts all is invited to come. To remember the people that died on that date and to celebrate our community service people.
- Heating/cooling system finished.
- Electrical work is almost done. When that is finished the ceiling in the basement will be started.
- Bronson Library Board approved today \$695.00 towards that project.
- Asking for \$133.00 out of the Capital Improvement Fund – pay for window washing.

c. Quincy: Carol Brown reported:

- Summer Reading Program was a great success! 95 children signed up – 58 attended the back yard party on July 18th, had refreshments, games and prizes. Friends of the Library volunteers helping out. A lot of local businesses were very generous towards the program and appreciate it very much.
- Our Friday Story Time has been held in June and July. Small attendance (pre-school to 5th grade.)
- Fall Story Time will begin on Friday, September 13th (mornings) for pre-schoolers.
- 3rd & 4th shelving project still in consideration. Still looking at the expense and kind of shelving.
- Sprinkler System installation for the outside is also being considered. (Update by Bobbie Brickey: installing Wednesday, August 21.)
- Book Bags – Friends of the Library project – kids are invited to do Library slogans.

d. Union Twp: Pat Kaniewski reported: (Note from Joel Wilkins)

- Summer Reading Program wrap-up. Received \$490.00 in local donations which purchased 15 scooters. These were given away at the end at the party in the park. Sixty-five (65) people attended. One hundred and one (101) children read 1887 books, 85 of these children read at least seven books. One child read 98, one read 75, and four others read 50 or more books.
- I sent a letter of support to community unlimited, saying the library could be used after school to enrich students learning experience, with supervision.
- We had a record setting July: 27 new patrons, 2 months in a row patron increase. June: 1057, July 1507 circulation: June 1395, July 2269; as well as computer usage 223 and 271 June & July respectively.
- I worked for two (2) days at the Sherwood Library during Rhonda Galvin's vacation. She has a fine library and is doing a nice job.
- The library will hold a bake-off of pies & cookies during Heritage Day, September 7th, a community project. A Bakeless Bake Sale has also been scheduled for that day. Donations will be given to our newly organized "Friends" group. We would like to stay open that day until 2:00 p.m.

e. Sherwood: Note from Rhonda Galvin:

- I just returned from vacation, so I'm not back in the swing yet, but so far the month is looking good. While I was gone 4 new patrons applied for cards.
- Pat Kaniewski, Linda Birkenbeul and Shirley Eichler worked for me.
- I received several remarks that Sherwood was a nice library recently, that makes me feel good.
- I've been ordering new books and trying to update the Children's Holiday Book Section.
- I'm hoping to round out this year at Sherwood with an improvement in Circulation Statistics and in general improving Sherwood.
- I'll be looking forward to new shelving. Hopfully it won't be too long.

f. Algansee: Lynnell Eash reported:

- Seventy-Two (72) children joined, 60 completed the Summer Reading Club.
- July 28th was the Summer Reading Club Awards Party. The Friends group held a carnival with a number of games, then we had a pizza party and the awards ceremony. Ninety (90) people attended the party. We had a lot of fun!
- Fifteen (15) children from the Kinderhook area signed up for the Reading Club due to holding Story Hour in their area. Most have continued to come to Algansee to use the library. (Before the programs they didn't realize there was a library in Algansee.)

2. **Building Committee:** Did not meet.

3. **Children's Committee:** Did not meet.

4. **Personnel Committee:** Scheduled for Monday, August 26th @ 1:15 p.m. – AFLAC

5. **Plan of Service Committee:** Did not meet.
6. **Technology Committee / Children's Internet Protection Act:** Did not meet.
Continuing to monitor Internet filters to comply with the Children's Internet Protection Act.
7. **Director's Report:**
 - A. **Action Items:**
 - **Painting: Gay moved, seconded by Cherry to have JL Painting, paint the steeple and touch up the Clarke Building at a estimated cost of \$1,340. Motion carried.**
 - **1978 Addition: Cherry moved, seconded by Ashdown for JL Painting to paint and power wash the east & south exterior – parking lot entrance and the 1978 addition completely painted at a cost of \$4,690. Motion carried with one nay.**
 - **Gay moved, seconded by Clover to purchase shelving for Sherwood Library at an estimated cost of \$5,492.60 includes freight of \$300.00 and installation from Library Design Associates. Motion carried.**
 - **Cherry moved, seconded by Ashdown to purchase a flat screen monitor for the Alganssee Library at a cost of \$329.00, not to exceed \$400.00. Motion carried.**
 - **Ashdown moved, seconded by Brown for the Director to hold a silent auction to dispose of outdated computer equipment. Motion carried.**
 - **Cherry moved, seconded by Gay to award the auditing services contract to Rumsey & Watkins P.C. at a cost of \$4,650 for the fiscal year ending December 31, 2002. Motion carried.**
 - Request a meeting of the Finance Committee of the BDLS Board to begin planning the 2003 budget.
 - **Cherry moved, seconded by Clover for the Technology Allocation Plan Amendment at the cost of \$2,117 as specified in the memo dated August 20th, be approved. Motion carried.**
 - B. **Informational Items:**
 - **Havel Bros.** First year that HVAC system has worked continuously without emergency shut downs or "too hot" – "too cold" comments. It has been pretty good.
 - **Roof work has been completed by Chenoweth Roofing - \$4,400.**
 - **Reimbursable revenue:** Service or goods provided to another government or individual who in turn pays BDLS for the service – ie KCC, Woodlands Delivery, Literacy Council, City of Coldwater, Alganssee Township, BC/BS payback.
 - **Increased circulation:** July 2002 – 91,436 / July 2001 84,201 = difference of 7,235.
 - **Landscaping Issues:** East corner of the library shrubs be taken out and flowers be planted.
 - **East entrance of the building, a low spot which collects water – marked with red paint.** Losinski, Hoop, and I are trying to come with a solution to drain that area.
 - **Japanese Magnolia:** Hemphill will ask the Friends of the Library on this issue.
 - **Cornstalk plant in the reference area:** Hemphill will ask the Friends of the Library.
 - C. **Statistical Reports:**
 - Circulation
 - New borrowers by township
 - Items added to collections
 - Book budget.

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NEW BUSINESS

1. Woodlands Cooperative Membership Contract 2003 – 2004: Cherry moved, seconded by Brown that the Woodlands Cooperative Membership Contract 2003 – 2004 be approved and Swanson be directed to sign. Motion carried.
2. Woodlands Cooperative Service Contract 2003 – 2004: Cherry moved, seconded by Gay that the Woodlands Cooperative Service Contract 2003 – 2004 be approved and Swanson be directed to sign. Motion carried.
3. Hemphill's deferred comp is paid every six (6) months as a lump sum, suggestion from the Board having it done on a monthly basis.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Cherry moved to adjourn.
Meeting adjourned at 7:30 p.m.

Respectfully submitted:



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 or FAX (517) 279-7134.