

10 E. Chicago Street - Coldwater, MI 49036
BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
March 17, 2003
6:00 P.M.

DRAFT

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Lynda Chan, (excused.)

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Lynnell Eash, Eric Ewers, Alganssee Township Supervisor; Frank Hemphill, Library Director; Pat Kaniewski, Barb Riegel & Richard Sharland, Board Consultant.

APPROVAL OF AGENDA

Brown moved, seconded by Clover to approve the Agenda of March 17, 2003. Motion carried.

BRIEF PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Brown moved, seconded by Gay to approve the minutes of February 17, 2003 one typo page 3 under Alganssee fourth line down (quite study area) should read quiet. Motion carried.

CORRESPONDENCE

1. City of Coldwater 2/24/2003.

FINANCES

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

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. Coldwater: Reported by Ashdown & Hemphill:

- HHR report in your packet.
- Vera Zanardelli will be leaving the Heritage Room, moving east.
- Discussed at length the date of mailing the Christmas letter out. May send out earlier in the fall due to all the other benefit mailings in December.

- b. **Bronson:** Gayle Clover reported:
- Bronson had their first Jr. Friends Group Meeting. Lots of good ideas of ways to help the library (particularly the kids and Youth area.)
 - They decorated the library for St. Patrick's Day.
 - Beveled glass has been installed in the front door.
 - People counter is working thanks to Gayle & Duane Clover.
 - Saturday Story Hour is going well. It continues to grow each week.
 - A homeschooler and instructor are using the library basement on Wednesday & Thursday afternoons for about an hour.
 - Faux stained glass workshop for adults this summer at the library, two weekends.
 - New shelving at entrance, new end shelves in Adult Fiction area, a new handrail to basement and new half door going to the basement that we can lock.
 - Friends Book Sale April 1st - 12:00 to 6:00 p.m.
 - **Gay moved, seconded by Hollingsworth that the Branch District Library spend up to \$50.00 to provide a book in memory of Aileen L. Barnett to the Bronson Branch. Motion carried.** Aileen enjoyed oil painting, gardening, and sewing and had a genuine love of children.
- c. **Quincy:** Carol Brown reported:
- Young Adult (middle school & high school age) area is gaining more patron use.
 - Lisa purchased chess and a checker set (\$2.97 each!) and the middle school age love it! They have a nice place to "hang out" while waiting for friends or their turn on a computer. Looking into purchasing more novel comic books (the new thing) for this age group.
 - Storytime recently had a big birthday party for all the children. Renee and Lisa used the Scholastic Berenstain Bears (Brother and Sister Bear) costumes during the party. Each child received a coloring book (thanks to the Friends of the Library Group) and a small cake was served.
 - Lisa then used the Scholastic costumes at Jennings Elementary with another parent. It is "March is Reading Month" for the schools. Lisa was also a guest reader in the elementary grades.
 - Lisa & Renee report that since Tom worked on the computers last week their performance has greatly improved.
 - March is Reading Month - It was mentioned in the paper that Lincoln School had Brayton Race Car /trailer come in. My daughter did that.
- d. **Union Twp:** Pat Kaniewski reported:
- Beginning tomorrow thru April 11th (Tuesdays and Fridays) Spring story time for 3 and 5 year olds.
 - Having a babysitting clinic (May 3rd) with the Red Cross. Students will be certified.
 - Friends Group will be organizing a Book Sale - in May.
 - Summer Reading Program will be scheduled beginning June 10th thru July 16th. Joe will be helping with the fund raising.
 - Frank was over said the computers weren't so bad - no more then walked out the door - we were back to our normal situation.
 - Thanks to the Board for our Book Budget.
 - Hourly rate does not appear on the checks, would like to see it back on.
 - I would like to comment on the criticism regarding Union's procedure for counting people entering our doors. Union tallies anyone coming through the door the same as all branches.

- e. **Sherwood:** Rhonda Galvin submitted her report:
- Now that the weather is nicer, circulation has picked up. I'm glad of that. I don't think that Sherwood's school closing will affect the library. Time will tell.
 - I'm getting ready for the Summer Reading Program, getting prizes ready and getting ideas for programs.
 - The village will be working on the restrooms. They've not been working properly for awhile and what with all the melting snow, the drain fields have backed up.
 - The pick up-speed on the computer has improved since Tom Bryant worked on it. I'm happier, but I still can only let two of the four Gates computers go on the Internet or it slows the speed back down. Mostly it's children wanting to use them, and they are not too happy, but I need the circulation computer to go fast.
- f. **Algansee:** Lynnell Eash reported
- Last month we had our Knitting Workshop - 5 in attendance.
 - Rug Crocheting Workshop - 4 in attendance, Renee from Quincy taught that class.
 - Show case has been ordered but is back ordered 4 - 6 weeks.
 - Last week was our American Girls Club. The second half of making the baskets. Thirty-two people in the library.
 - Library Hamster - Name the Hamster (Stewy, Ralph, Bookworm, Egypt, & Pee wee.) All the kids ask why Egypt, does anyone know why Egypt, because Algansee is known as Little Egypt.
 - Tomorrow night is our second "Captain Underpants Club" (Captain Underpants Books) Girls can attend and participate but can't make fun same with:
 - American Girl, boys can attend and participate but can't make fun.
 - Wednesday we started our Spring Story Time, will run for four weeks.
 - This coming Saturday, for March's is Reading Month. I have asked three people to come in and read, Erica Ewers, Township Supervisor; a dad, David Ostrander and Guidance Counselor from Quincy Schools, Larry Todak.
 - Doing "Pages" for March. Done last two years, trying to beat 55,000 pages.

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

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

4. **Personnel Committee:** March 13, 2003 (Next meeting Saturday, March 22nd - 10:00 a.m.)

- No recommendations, or actions at this time.

5. **Financial Committee:** Did not meet.

6. **Technology Committee/Children's Internet Protection Act:** Did not meet.
(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)

7. **Director's Report:**

a. Action items:

- Capital Funds Expenditures - Coldwater (Central.)
 1. During my time here the elevator has stopped between the floors with passengers on the elevator; I have experienced this situation. Possible cause is "bad" windings in the motor. Most recently it stopped the last week of February with a staff person on it. The Board approved this last year: \$4,500.00
 2. Install an Emergency Return Unit which would provide auxiliary power to the elevator during a power outage that would allow the elevator to return to the lowest level and the doors to open \$4,475.00

Recommend the expenditures be approved and charged to Capital Improvements Coldwater/Headquarters and/or the Operating Budget.

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- b. Information Items:
 - Response Time Problems: Lindy Cox, Art Plato from CBPU; Tom Bryant and I met for a lengthy discussion about the deteriorating response time experience at all of the outlying BDLS Branches. A general agreement was reached that the problem was bandwidth - too much data in too narrow a pipeline.
 - BDLS/CPL Christmas Donations:
 - Bronson Library: Trust from Aileen L. Barnett
- c. Statistical Reports: February 2003
 - 1. Book Budget.
 - 2. Use Statistics.

- Bronson banning Chat Rooms. Kids talking to each other two seats down.
Gay moved, seconded by Brown to direct branches to follow the Branch District Library Internet policies and if they want to propose changes to the policies put them in writing and submit them to the Director. Motion carried.

NEW BUSINESS

- 1. None

INFORMATION ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Sharland: I have a set of Library keys that I obtained when Mary Hutchins left, want to return them.

Ashdown: Mr. Sharland, I sent you a couple of e-mails to ask you if you wanted to continue to be the consultant to the Board.

Sharland: I will do that without pay. Will be changing my legal address April 25th.

ADJOURNMENT

Ashdown moved to adjourn: Meeting adjourned at 7:20 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, 10 East Chicago Street, Coldwater, Michigan 49036 - (517) 278-2341 or FAX (517) 279-7134