

10 E. Chicago Street - Coldwater, MI 49036
BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room 3rd floor
June 16, 2003
6:00 P.M.

DRAFT

ALGANSEE LIBRARY

PRESENT FOR ROLL CALL

Carol Brown, Dorothy Cherry, President; Gayle Clover, Jack Gay.

ABSENT FOR ROLL CALL

Lynda Chan, excused; Marilyn Ashdown arrived 6:05 p.m.; Adam Hollingsworth 6:20 p.m.

ALSO PRESENT

Jane Baldwin and Bobbie Brickey, Quincy Library Board; Erica Ewers, Supervisor Algansee Township; Lynnell Eash, Pat Kaniewski, Carole Maddox, Barbara Riegel, Richard Sharland, Board Consultant; Michael Renshaw, Coldwater Public Library Representative; Joy Wood.

APPROVAL OF AGENDA

Brown moved, seconded by Clover to approve the Agenda of June 16, 2003. Motion carried.

BRIEF PUBLIC COMMENTS

Baldwin commended: "I think they have done a magnificent job down here having been here when it was just that little hole in the wall as you came in the front door in the store, half as big as this one, and this certainly shows a lot of hard work."

Hemphill: Algansee Township has been very supportive of the library.

APPROVAL OF MINUTES

Gay moved, seconded by Brown to approve the minutes of May 19, 2003. Motion carried.

CORRESPONDENCE

1. Century Bank & Trust – Ralph & Helen Kerr, Trust (June 2, 2003.) **Clover moved, seconded by Gay table the Ralph & Helen Kerr Trust Distribution until next months Board Meeting. Motion carried.**

FINANCES

1. Approval of the Bill: **Brown moved to approve the bills as submitted, seconded by Clover. Motion carried.**
2. Financial Statement:
3. Capital Projects Report – 2003: Discussed.
4. Penal Fine Chart: Discussed.

DRAFT

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. Coldwater: Mike Renshaw reported:
 - 110 visitors to the Heritage Room.
 - Eleven different states represented plus Halifax, Nova Scotia Canada.
 - Nineteen telephone requests and 10 Internet request.
 - Donation letter are the boards interested in a joint letter this year. Mail early this year.
 - Dispose of the (5) tables in the hallway to schools, Larson Building, Courthouse, Wing House. **Brown moved, seconded by Clover to check with the branches first if the tables are needed, then check with other areas. Motion carried.**
 - b. Bronson: Carole Maddox reported
 - About a year or so ago Tibbits was looking for a table.
 - Steph was off sick all week this is not a one person job.
 - Barnett endowment – earmarked for Bronson only.
 - Received a shipment from Little Tykes toys, drum, and piano.
 - Junior Friends met last week and we had six (6) children. Want to do a Story Hour for younger kids this summer. We had kids coming in who had heard about this and wanted to do the reading. We have volunteers through July.
 - Didn't count the kids that signed up for Summer Reading Program. Half are Hispanic.
 - Daniel has volunteered for the summer.
 - **Brown moved, seconded by Clover to authorize Bronson to spend from its capital project fund for a copier. Motion carried.**
 - c. Quincy: Jane Baldwin reported
 - Lisa & Lynnell's classroom talks to the Jennings Elementary (700 students) was very successful!
 - Friends Group was told that Little Tykes would give toys, table and chairs to the library.
 - The children were very excited to hear of the Summer Reading Program.
 - The Summer Reading Program "Laugh It UP @ Your Library." Is in full swing. Over 40 children signed up the first day!
 - The Teen Group (6-8th grades) are very excited we're having a program for them. Many signed up the first day.
 - The library looks very festive with the program theme decorations.
 - Friends Group had a good book sale June 6 and 7th (over \$120.)
 - Phase 4 (Children's Shelving) estimated has arrived from Library Design. Capital monies needed. **Gay moved, seconded by Ashdown to approve \$6800 expenditure from the Quincy capital project fund for shelving in the Children's area. Motion carried.**
 - d. Union Twp: Pat Kaniewski reported:
 - Little Tykes has also contact us. They are going to send a sample of the small toys to be used for Summer Reading.
 - Memorial Day Book sale from the Friends was very successful.
 - Signed up 70 pre-school thru to 8th grade. At least 30 more to sign up. Community Unlimited will be a part of this for Summer Reading.
 - Taylor's did give us a price quote on a copier, insurance company in town has one and we looked at it. More information after Carole and I are done shopping around.
 - Hemphill mentioned that Union Twp circulation has increased 39 per cent over last year. Spoke with Ralph Strong about the tables; thought District Library had taken a small table years ago. Talked to him about the \$2,000, they didn't have the money to do the repairs and going back to their Board for information.

- e. Sherwood: Cherry read the report submitted by Rhonda Galvin.
- For the months of May and June, I have been preparing for the Summer Reading Program. It officially started June 14th. I hope to have a lot of children this year.
 - On July 1st, a presentation by Darrell Dogsoldier Williams, who is a full-blooded Sioux Native, will be given. He plans on teaching the children a war dance among other things. Should be fun.
 - We had four (4) tours from first grade to fourth from the Sherwood School, which is closing down after this year. I told them about the Summer Reading Program and encouraged them to join at whatever library they could. Hopefully the closing of the school will not affect children coming into the library. I acquired several new patrons after the tours.
 - We are having a bake sale June 28th from 10:00 – 12:00 to help towards prizes and purchase of library materials.
 - A man and woman who are from Florida (residents), but summer in Michigan stopped in to get a trash permit. Which is another story since they had the wrong building. But they said that the library was a very pleasant surprise, they checked out some books and said they would definitely be back. The lady said we had a very good selection of books for the size of the building.
 - Sherwood circulation has increased 35% over last year.
- f. Algansee: Lynnell Eash reported:
- Lisa & I went to Jennings Elementary.
 - Summer Reading Club started here a week ago on Tuesday. 57 kids signed up -
 - Teen Reading Club - kids do it with a point system - seven ways to get points.
 - Friends Group is planning on a Circus this year for end of Summer Reading Club.
 - Older kids will help out with the Circus.
 - Story Hour again this year at Kinderhook, California Corners and here, I do three each week.
 - My husband came over and put in the Air Conditioner.
 - June 28th the Friends Group is having their annual Book/Bake/area wide Garage Sale.
 - Doing a cookie walk, you can pick and choose and fill a box.
2. Building Committee: Did not meet.
3. Children's Committee: Did not meet.
4. Personnel Committee: Met June 10th, agenda was to do the Director's Evaluation. Frank handed in his letter of resignation to be effective December 31, 2003. Recommendation at this time is to extend his contract thru the end of the year with no changes. And, that the Committee would also recommend that we would begin the process of finding a replacement for Director for the Branch District Library. New job description for Director will be discussed **Gay moved to extend the director's contract thru December 31, 2003 with no changes to the present contract, seconded by Ashdown. Motion carried.** Personnel Committee will meet to write up and post the Director's job description. **Gay moved to accept Frank's letter of resignation effective December 31, 2003, with regret, seconded by Clover. Motion carried.**
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.)
Scheduled to meet June 19th @ 6:00 p.m.

7. Directors Report: June 2003 Monthly Report
 Branch County Health Dept. – Karen – “fixed or mobile”...Coffee Shop... offering food or service to public...for consumption on the premise or elsewhere, needs a license which would require several facility modifications such as three compartment sink, etc. Does not sound like a good idea. Serving coffee at the library means the Library might be found in violation of the environmental health regulations of the County. (Action not recommended.)

I have checked with the City Clerk's Office and met with Chuck Lillis regarding Exhibit A of the District Library Agreement. Neither office has a copy of Exhibit A. The two individuals both said that it probably was not done. Attached is a memo that I wrote to the Coldwater Library Board for this June 9th meeting.

The board approved paying up to \$2000 to Union Township to replace the windows on the Township building. This was done prior to June 18, 2001. Union Township has not requested the money nor have the windows been replaced on the Township Building. The money is still in the Capital Improvement Project – Union; a total of \$24,091 is available. At this time the Board has reserved the money for Union Township for two years. I would suggest that the Board rescind its action and inform the Township of its action. The Township can always reapply for the money whenever it wishes to proceed with the project. **To be added to the agenda for July Board Meeting.**

Bill & Melinda Gates Foundation Grant – amount: \$94,226.00 – Grant Period: Execution of agreement, May 17, 2000 to January 31, 2001. I have read over the Gates application as approved and in answer to the questions of how the library would maintain the equipment and sustain computer and Internet access the following answer was given: “This grant will, I believe, make the creation of a Technology Revolving Fund a high priority in the Library Board's planning.” There is no indication that the Gates Foundation will fund another round to replace computers. Grant attached. The computers recommended for replacement are not Gates computers.

Newsletter – No further action is necessary regarding the newsletter. The Friends of BDLS do not meet in the summer months.

Beginning to Read collection: Have arranged with Dr. Karen Thomas, Western Michigan University, Reading Center & Clinic for in-service training for staff on the beginning to read collection. (9:00 – 3:00 lunch hour built in) (June 27, 2003)

- Three sessions – one a tour of our branches and meet staff, a six hour workshop at WMU, The Reading Center & Clinic, and a third six hour session at Quincy or Bronson.
- Ten staff who work with children taking the all day workshop.
- Honorarium would be \$100 per session per instruction (2).
- Two follow-up sessions (fall & spring) after implementation of the program for feedback and additional training if necessary.

Library funds are invested with Southern Michigan Bank in a money market account. On a daily basis the necessary funds are transferred to General and Payroll checking accounts to cover outstanding checks; at the end of the day the balances are transferred to a Money Market Account which through March 31st earned interest at the rate of 1.36% annually. The daily interest rate varies, depending on the markets. Library tax funds come in at the beginning of the year and are gradually spent down.

Insurance has been upgraded to add the Director to the Dishonesty Bond at a cost of \$191. Directors & Officers coverage was increased to \$2 million at a cost of \$449. Dorothy has signed the amended application, copy attached.

Inventory - BDLS retained Deyo & Strong to complete an inventory for insurance purposes in 1996; the inventory was updated in 2000 and 2001. The most recent evaluation is attached. Computer & Related Equipment are valued at \$217,677. Software is covered up to \$100,000 per Jeff Dean which could cover the TLC cost. Deyo & Strong recommend a re-evaluation of the inventory every 5 – 10 years. The updates cost about \$300; to do a complete evaluation on-site would be in the neighborhood of \$1200 - \$1500.

I have passed on the request to purchase a book out of Endowment Funds for Mrs. Slisher to Carole Maddox. Is it a memorial or in honor book?

Building Repairs:

Havel Bros. – The Library has a preventive maintenance contract for the HVAC (heating, ventilating, air conditioning systems) which costs about \$1300 per year. This covers inspection and testing in the fall and spring of each year. Havel Bros. inspects changes filters, and diagnosis (preventive maintenance the system.) The spring inspection was just completed and the technicians found that (1) the basement A/C needs refrigerant and (2) the east house A/C unit needs oil. Oil needs to be added, the oil pressure verified, and a determination made on whether or not a new oil pump is needed. It would cost about \$500 to do the above. If a new oil pump is needed it could cost \$2000. I have ordered the work done. I told them to bring a new oil pump and be prepared to change it if the oil pressure is low. My reasoning on this is that it costs the Library \$50 truck charge and \$136 drive time (2 hours) for one technician when Havel Bros. works just on the Library's HVAC. I try to have them schedule the Library and when they have work with the other customers in the Coldwater area.

Locke Masonry – Before authorizing the work on the East entrance walkway, I talked to Marilyn Byers' husband who is a mason. He advised me it was too small a job, try to find a retired mason. This was back in late February, early March, and, of course, I couldn't find one. At the end of March I went to the Coldwater yellow pages and contacted Locke Masonry – voice mail. We kept missing each other and the pavers became an accident waiting to happen. Finally we got in contact in early April and I had him inspect the paving stones and get back to me; it dragged on and on with no contact. When I finally able to talk to him, I was frustrated and told him to do the job. However, we inspected the foundation of the Clarke Building and found several cracks in the cement and I authorized him to repair those cracks. He also pointed out to me that the caulking around the building has deteriorated which allows water to get in between the foundation and the building sidewalks and freeze. It cost the Library \$425 for the masonry repairs.

Stairway – G & T Construction has inspected the banister, recommended repairs to eliminate the 3" sway, and completed the work.

The parking lot has been seal coated and work done to eliminate the water pooling at the entrance. Water still pools and I am meeting with the Contractor to explore solutions.

8. Statistical Reports: May 2003
 - Book Budget
 - Use Statistics

NEW BUSINESS

1. None

INFORMATIONAL ITEMS

Nothing at this time.

DRAFT

EXTENDED PUBLIC COMMENTS

Cherry: "thanks for the refreshments." Cookies are Great! Thanks for having us!
Ewers thanked the Board & others for coming out.
Discussed: Quarterly report.
Sharland introduced Joy Wood.



Hollingsworth will be a daddy for the second time. Congratulations!

ADJOURNMENT

Meeting adjourned at 7:50 p.m.

Respectfully submitted:

Marilyn Ashdown

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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