

10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
November 17, 2003  
6:00 P.M.

DRAFT

*BDLS Board Meeting was called to order @ 6:00 p.m. by Gayle Clover, Vice President.*

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

Adam Hollingsworth (excused); Lynda Chan (arrived at 6:05 p.m.)

**ALSO PRESENT**

Jane Baldwin, Quincy Library Board; Jeanne Berg, Lynnell Eash, Frank Hemphill, Director; Carole Maddox, Bruce Mills, Incoming Director; Barbara Riegel, John Rucker, Automation Librarian.

**APPROVAL OF AGENDA**

**Gay moved, seconded by Brown, to approve the Agenda of November 17, 2003, with an addition to Correspondence #3: note from Janet Herman, and under New Business: #3 telephone call with Chuck Lillis, library's attorney – health coverage issues. Motion carried.**

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

**Brown moved, seconded by Cherry, to approve the minutes of October 20, 2003. Motion carried.**

**CORRESPONDENCE**

1. City of Coldwater Tax abatements for:
  - Middleton's Spindle Railing Corp.
  - Carbur Tool Company
  - H. C. Starck, Inc.
2. Assisted Living Concepts – Answer to petition from the City of Coldwater – Informational.
3. Note from Janet Herman - responding to Dorothy Cherry's letter.

DRAFT

**FINANCES**

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

**PENDING BUSINESS**

1. Appointment of Lynnell Eash to Branch Manager position for Sherwood & Alganssee.
  - Lillis letter October 21, 2003 re: Posting:
  - Director memo re: Sherwood vacancy:
  - Position was re-posted with only one applicant. Tabled from October 20<sup>th</sup> Board Meeting:  
**Gay moved to create a Branch Manager position for Alganssee & Sherwood libraries, seconded by Chan. Motion carried.**

**Cherry moved, seconded by Brown, to pay Lynnell Eash at the higher rate of pay for the new position, retro-active to September 16<sup>th</sup> when she took over the position. Motion carried.**

2. Rare books: Hemphill reported on the Rare Books to Western Michigan. (No policy on rare books.)
3. Reports from Central and Branch Liaisons:
  - a. **Coldwater:** Hemphill reported:
    - ~ Holbrook Heritage Room report.
    - ~ Coldwater Public Library Board Minutes – October 13<sup>th</sup>.
  - b. **Bronson:** Carole Maddox reported:
    - ~ Basket weaving class on November 8<sup>th</sup> was canceled.
    - ~ Saturday, November 22<sup>nd</sup> a program on the Potawatomi Indians.
  - c. **Quincy:** Jane Baldwin reported:
    - ~ The library celebrated Teen Read Week by passing out bookmarks and candy to teens during October 21 – 25.
    - ~ Teens were allowed to enter to win a poster, and were encouraged to enter the Essay Contest of their favorite book (sponsored by the American Library Association.)
    - ~ Lisa created a display of JFK in commemoration of the 40<sup>th</sup> year since his assassination. The display consisted of display from the History Channel, bookmarks, and a JFK Top Ten Reading List. Also displayed was a Chronology of November 20 – November 25, hour by hour. By sending in photos of the display, the library will receive a free VHS documentary of JFK from the History Channel.
    - ~ November 17 – 23 is Children's Book Week. The library gave prizes to the 50<sup>th</sup> and 100<sup>th</sup> persons through the door. Children received bookmarks and candy, posters were displayed and parents received a free magnet.
    - ~ ServiceMaster recently cleaned the entire library and downstairs township area.
    - ~ Lisa & Renee attended the staff gathering and were pleased to meet the new director, Monday, November 3<sup>rd</sup>.
  - d. **Union Twp:**
    - ~ No report received.

- e. **Sherwood:** Lynnell Eash reported:
- ~ Moved the library side around to make more space for children section.
  - ~ Noted very few families (3 in two months), Planning Family Film Night – December 5th.
  - ~ American Girl program – December 11<sup>th</sup>.
  - ~ Captain Underpants program – December 18<sup>th</sup>
  - ~ Starting pre-school Story Time for three
  - ~ Comment cards – to order wrestling books (ordered.)
  - ~ Ordered more of the children's videos.
  - ~ Looking into a tape player – books on tapes for children.
  - ~ Library direction signs are up.
  - ~ Requesting Capital Improvement Items: show case, paperback rack (for book exchange), video rack, floor mat w/logo, tabletop rack (for books on tape), indoor/outdoor sign (Library open.) Carpet purchase on hold.

**Brown moved, seconded by Ashdown, to approve the expenditure of \$1, 202.85 for capital improvement items as requested above. Motion carried.**

- f. **Algansee:** Lynnell Eash reported:
- ~ A dulcimer player from Quincy played at the library, enjoyed by all.
  - ~ Friends Group decorated the porch for Halloween. Total count in and out of the library for that day ninety-seven (97.)
  - ~ American Girls started making bean dolls. Tea in December.
  - ~ Story Hour to make Christmas ornaments.
  - ☺ Big News WALNUTS! \$1,031.00.

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

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

6. **Personnel Committee:** Did not meet.

7. **Financial Committee:** November 6<sup>th</sup>

2004 Budget as revised by Finance Committee – 1<sup>st</sup> hearing on the Budget. Discussed.

- ~ Hemphill strongly recommended sending Bruce to the Public Library Association Conference in Seattle, in February 2004, and said he had included that cost in the proposed budget.
- ~ Hemphill also included in the budget paying Mills' professional dues to the American Library Association and the Michigan Library Association, and paying his mileage for travel to branches.

**Gay moved, seconded by Brown, to introduce the budget and review it for approval at December Board Meeting. Motion carried.**

8. **Technology Committee/Children's Internet Protection Act:** November 3<sup>rd</sup>

*(Continue to monitor Internet filters to comply with the Children's Internet Protection Act.)*

- Technology Committee met November 3rd @ 5:30 p.m., areas of technology presented to the Board.

**Gay moved, seconded by Chan, to purchase seven (7) new computers at the cost of \$6,000 and 26 licenses for the XP Professional Operating System licenses at a cost not to exceed \$1,365.52. Additional monies to replace failing mice in the public and staff areas district-wide (\$500), and to replace aging staff monitors (\$600), with all these expenditures to be made from the 2003 Capital Improvement Fund, if sufficient funds remain. Motion carried.**

9. **Directors Report:** November 2003 monthly report.

- Barnett Check - discussed
- Technology Committee - discussed
- Finance Committee – discussed.
- Computer Room Air Conditioner – power outage caused problems – needs to be replaced.  
**Gay moved, seconded by Brown, to replace the computer room air conditioner at a cost of not to exceed \$1,500.00. Motion carried.**
- Exterior Lamp Replacement – discussed.
- Attic Inspection – discussed.
- Herman Donation – discussed.

DRAFT

- Kerr Endowment – discussed.
  - Director Transition Checklist – 80% of items completed by 11/11/2003.
10. Statistical Reports: October 2003
- Book Budget
  - Use Statistics
  - Summer Reading Program
  - Capital Projects Report:
11. Lillis Letter: Re: Bequests – discussed.

#### NEW BUSINESS

1. Offer compensation instead of health coverage under the library's BCBSM Policy.
- Memo from Bruce Mills, new director, requesting compensation instead of health coverage.
- Cherry moved, seconded by Gay, to refer the request back to the Personnel Committee to establish a cash in lieu of coverage policy for all full time employees. Motion carried.**
2. 2004 – 2005 Floating Holidays – Bookkeeping Department, J. Berg
- Ashdown moved, seconded by Gay, to correct the scheduled Floating Holiday schedule for 2004 calendar year previously approved at the October Board Meeting. Motion carried.**

#### INFORMATIONAL ITEMS

None at this time.

#### EXTENDED PUBLIC COMMENTS

**Maddox:** Forgot to mail in Comments and Suggestions have two:

- ☺ Patron suggested a raise for Carole.
- ☺ Need more air in the library.

**Eash:** Suggestion to have a report from Central Library i.e. story hours, and other interesting areas from Central.

**Rucker:** Comment cards: Please read #2 – Please keep people from chatting and playing games on the library's internet. A library is meant for education and learning. These kids aren't learning anything playing games on the computer when they should probably be doing homework. They're also loud when they get into these games which tends to bother the students and adults who are using the computers for informative purposes. I've been to many libraries and most have already instituted a no games/chatting policy. Need a change in the policy of age and parents permission.

**Board members:** Board discussed at one board meeting moving some computers to Kids Place for games to reduce noise for Adults doing reference work and school children trying to do their assignments for school. Noise is the biggest problem when they are into the games.

DRAFT

**Cherry:** Moving some of the computers to Kids Place should be tried and if it doesn't work then look at another alternative.

**Gay:** This is Frank's last meeting and has been with us over a little over two years. **Gay moved that the District Library purchase a gift of some books for the library to honor his time of service at a cost of up to \$100.00, seconded by Ashdown. Motion carried.**

**ADJOURNMENT**

**Chan moved to adjourn:** Meeting adjourned at 8:15 p.m.

Respectfully submitted:

Marilyn Ashdown  
BDLS Board Secretary

Barbara Riegel, Recording 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