

**DRAFT**

**10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
March 15, 2004  
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:05 p.m.

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

No one.

**ALSO PRESENT**

Bobbie Brickey, Quincy Library Board; Jeanne Berg, Lynnell Eash, Pat Kaniewski, Carole Maddox, Bruce Mills, Director; Barbara Riegel and John Rucker.

**APPROVAL OF AGENDA**

**Brown moved, seconded by Gay, to approve the Agenda of March 15, 2004 one addition under Correspondence: letter from Representative Caswell; three additions to the Directors report; regarding an Outreach Program, phone call from Union Twp Clerk; an on going issue of Notary License at Quincy Library. Motion carried.**

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Brown, to approve the Draft Minutes of February 16, 2004. Motion carried.**

**CORRESPONDENCE**

1. Letter from State Representative Bruce Caswell (March 10, 2004 response on House Bill 5433.)

**FINANCES**

1. Approval of the Bills: **Brown moved, seconded by Walter, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed. Place on file.
3. Penal Fine Chart: (Period ending February 29, 2004) Discussed.

**PENDING BUSINESS**

## 1. Reports from Central and Branch Liaisons:

a. **Coldwater:** Minutes of the February 9, 2004 meeting. Marilyn Ashdown reported:

- ~ Board voted to purchase a large print book either mystery or bestseller book in memory of Nancy L. Branch, and a book plate will be placed in the book.
- ~ National Library Workers Day will be April 20<sup>th</sup>
- ~ Will be applying for the Branch County Community Foundation Grant (\$700.00.)
- ~ Heritage Room had 83 visitors during February.
- ~ A new volunteer Dora Jane Ellis
- ~ Suggestion that the City Representative for Coldwater find out what is going on in the library: a pre-school story time on Monday and Tuesday; on Wednesday evening they have what they call a Cultural Diversity Night from 5 ~ 8 p.m.; we have a large Spanish and Yemen population in Coldwater so they have story hour and crafts, Even Start provides an Interpreter to come that they can talk to each other; a teen and tween night they do scrap booking and make posters and do book reviews and have magic shows; and during National Library Week they are going to have a theme in Kids Place ~ "On The Farm."

b. **Bronson:** Carole Maddox reported:

- ~ Fifty children attended our Dr. Seuss party. Steph read stories and we had a sugar cookie for each child.
- ~ One little boy came in on Tuesday, and he asked about having the party Saturday, I told him yes, he said my mom had to work, maybe I can make the next one.
- ~ March is reading month. Steph had to go to the school for something and asked if it is reading month why are you not doing something with the public libraries. Steph had now read for nine classrooms. Asked to have a class every Tuesday.
- ~ I show them a very large candy bar, no one asked about the candy bar. If they can tell us of a job where you don't have to read you'll win the candy bar. Several years we have done that and no one has won the candy bar.
- ~ Suggestion Box: most of the suggestions have been from one little boy.
- ~ Idea from Lynnell: The kids don't always get off the computers when they are told, so I made the announcement the other day if you don't get off when your time is up, tomorrow for every minute your on over I will take 5 minutes off your time. So a while later I told a group of kids your time was up ~ out the door they went!

c. **Quincy:** Bobby Brickey reported:

- ~ Plans are underway to have the office painted when remodeling is completed early this spring.
- ~ Lisa reports that at least 12 new library cards are issued each month.
- ~ Lisa and Renee are working on updating the reference and genealogy material.
- ~ The Quincy Branch was the last branch to work on the Reading Zone. Lisa and Renee are getting organized with different colored stickers to use on the beginners books.
- ~ Lisa reports that many children are really enjoying the bean bag chairs and spend a good deal of time reading in them.
- ~ Many families are coming in after school hours. They take books out and also do some reading while there. They seem to enjoy the library.
- ~ We have a new mailbox that is kept locked and located up by the main entrance door.

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

- ~ Two weeks ago we completed all new spine labels in preparation for Reading Zone.
- ~ March 12<sup>th</sup> we held our first Middle School Lock In with 11 students. A video, computers and board games were offered, with the board games being the most popular.
- ~ March 27<sup>th</sup> @ 1:00 p.m. at the Fire Hall, storyteller, Dick Strader will present "Hats Off to Reading." 5 ~ 95 old are invited. Wear your hat!

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- e. **Sherwood:** Lynnell Eash reported:
  - ~ Circulation is up 27.52%.
  - ~ More adults are coming in now, families.
  - ~ Scheduled some adult workshops: scrapbooking, cake decorating and flowerpot craft.
  - ~ March reading month: challenge to read 10,000 pages.
  - ~ Dr. Seuss party and green cookies with the yellow in the center for the Green Egg & Ham, all colored fish crackers for One Fish, Two Fish; cat in the hat cookie. Ewers family made the cookies for the Alganssee party and took some to Sherwood also.
  
- f. **Alganssee:** Lynnell Eash reported:
  - ~ Reading month challenge to read meet or beat last years reading pages 74,716.
  - ~ Dr. Seuss party room full.
  - ~ 1<sup>st</sup> of January our circulation was down a little bit, but we are up this month.
  
- 2. **Building Committee:** (Meeting to be scheduled) (Jack Gay, Lynda Chan, Carol M. Walter & Carole Bolton, CPL Board)
  
- 3. **Children's Committee:** Did not meet.
  
- 4. **Personnel Committee:**

**February 26<sup>th</sup>** Organization of Board Policies and Personnel Policies and Office Space for Linda Birkenbeul was discussed.

**March 9<sup>th</sup>** - Longevity pay: All full time hourly employees having completed 10400 hours of continuous service and all part-time employees having completed 9100 hours of continuous service are eligible for longevity compensation payments. Longevity compensation may be delayed by one year if leave of absence (s), for any reason, is six (6) months or longer in total duration. Salaried personnel will no longer be eligible for longevity pay effective March 1, 2001. (Approved BDLS Board Meeting February 19, 2001.)

**Gav moved, seconded by Brown, to approve the Longevity Pay amendments to the Personnel Policy. Motion carried.**

Recommended addition to BDLS Personnel Policies Manual for hourly employees: Employees who work in different areas of the library system during their **regular working hours** will be paid according to their classification. If employees agree to work **additional hours** in another area of the library system, they will be paid according to that job's classification.

**Gav moved, seconded by Walter, to approve the recommendation for hourly employees. Motion carried.**
  
- 5. **Financial Committee:** (Meeting to be scheduled) (Carol Brown, Jack Gay, Dorothy Cherry)
  
- 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. **Directors Report:** Monthly Report: March 2004
  - 3M Theft Detection System: **Chan moved, seconded by Ashdown to pay the service agreement \$1,960 and detection strips \$1,900 total of \$3,860. (6 yea, 1 no vote) Motion carried.**
  - Staff meeting Minutes enclosed: handout
  - 2003 Annual Report: handout
  - Board policies table of contents ~ reorganize policy book.
  - Branching Out Newsletter: first electronic edition of the *Branching Out* newsletter has been published:
  - Daily Reporter column ~ I will write a column for *The Daily Reporter* containing library news and updates:
  - Financial Planning:
  - Water Heater needs to be replaced:
  - House Bill 5433: letters mailed to Bruce Caswell & Cameron Brown.
  - Jumbo CD: Renewed for six months at 1.7% as of March 3, 2004
  - Michigan's Public Libraries: the Vital Link to a Promising Future: Handout

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- National Library Workers Day: April 20<sup>th</sup> (Ashdown: also, Open House for Bruce April 22<sup>nd</sup> / 4:30 – 6:30)
- Personnel Policy Change:
- Success-By-Six Meeting ~ I attended the monthly meeting and have agreed to represent the group at the April Chamber of Commerce Business after hour's get-together.
- Reaching Out: Pamphlet done by Heidi Rawson.
- Received a call from Union Twp Clerk Terri L. Orris and I have been invited to meet with the Union Twp Board on Tuesday, April 13<sup>th</sup> @ 7:30 p.m. at the Library Bldg. Have some questions about the changes of the Plan of Service and/or finances. Also, mentioned at the last Twp Board Meeting they are talking about leaving the building. (Cherry: Asking that some of the Board members to make plans also to attend the meeting.)
- Notary License at Quincy Library: Does not warrant being a library service.
- So that the Board is aware Runescape site is blocked.

8. Automation Report: John Rucker reported

- Computers ~finished upgrading the public computers at all branches.
- Air conditioner for server Room ~ replaced.
- Computer workshop ~ On March 3<sup>rd</sup> a beginners' computer workshop at the Sherwood Branch was conducted.
- Reed Act/Gates Grant ~ we have submitted our application for the grant.
- MPLC Umbrella License ~ **Gay moved, seconded by Glover, MPLC Umbrella License \$1125 annually, and purchase of an additional projector. Motion carried.**

9. Statistical Reports: Informational items

- Book Budget:
- Use Statistics: (February 2004)
- Capital Projects Report: (January 2004)

**NEW BUSINESS**

1. None at this time.

**INFORMATIONAL ITEMS**

Nothing at this time.

**EXTENDED PUBLIC COMMENTS**

Nothing at this time.

**ADJOURNMENT**

**Gay moved, seconded by Chan to adjourn:** Meeting adjourned at 8:30 p.m.

Respectfully submitted:

*Marilyn Ashdown*

Marilyn Ashdown  
BDLS Board Secretary

Barbara Riegel, Recording Secretary

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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