

DRAFT

10 E. Chicago Street - Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
May 17, 2004
6:00 P.M.

President Dorothy Cherry called the meeting to order at 6:00 p.m.

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Lynda Chan (Excused.)

ALSO PRESENT

Bobbie Brickey, Quincy Library Board; Pat Kaniewski, Bruce Mills, Director; Barbara Riegel and John Rucker.

APPROVAL OF AGENDA

Brown moved, seconded by Clover, to approve the Agenda of May 17, 2004 with the addition of GBKB Architects Inc.; condition report and estimate under the Director's Report. Motion carried.

BRIEF PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Ashdown, to approve the Minutes of April 19, 2004. Motion carried.

CORRESPONDENCE

1. Nothing at this time.

FINANCES

1. Approval of the Bills: Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.
2. Financial Statement: Discussed. Place on file.
3. Penal Fine Chart: (Period ending April 30, 2004) Discussed.

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PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. **Coldwater:** Minutes of the April 12, 2004 meeting. Marilyn Ashdown, reported:

- ~ Gift certificates from Meijers were given to the HHR volunteers during National Library Week. Betty Lynd thanked the Board for her gift certificate.
- ~ Dave Renshaw and Betty Lynd attended the Genealogical Conference @ Portage District Library. Betty Lynd gave an excellent report.
- ~ Genealogical Society will be meeting with the CPL Board for a question & answer period after next months CPL Board Meeting.
- ~ Discussed a memorial for Donna Baker.
- ~ June is election of officers.
- ~ Two Coldwater High School yearbooks will be purchased at a cost of \$53.00 each.
- ~ In need of a copy machine and microfilm, will be discussed at June's meeting.
- ~ Coldwater Cleaners will be cleaning the curtains in the Heritage Room.
- ~ Coldwater newspapers to be microfilmed from April 2003 – March 2004 at a cost of \$685.30.

Central Library: Ashdown reported:

- ~ Introduced Mr. Redding from the Tibbits for story time.

Mills reported:

- ~ Story telling program at the Lincoln Elementary School.

b. **Bronson:** no report:

- ~ Copier purchase. Have two estimates. **Gay moved, seconded by Clover to approve \$1300.00 out of Capital Improvements for Bronson to purchase a copier. Motion carried.**

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

- ~ Storyteller Jennifer Ivinskas Strauss was enjoyed last week by 24 children and 14 adults.
- ~ Lisa & Lynnell signed up 41 children and adults for library cards during Kindergarten Registration at Jennings Elementary School in Quincy last week.
- ~ Lisa & Lynnell will be speaking to over 700 students at Jennings Elementary this week to promote the Summer Reading Program.
- ~ QHS Spring Fling took place last week. 15 students and 2 adults cleaned up the landscaping, planted flowers, and washed down the front cement steps. This group helps the community and elderly each spring.
- ~ Proposed new hours for the Quincy Library: Sunday, Closed; Monday, Closed; Tuesday 9-5; Wednesday 12-5; Thursday 12-5; Friday 9-5; Saturday 9-12. The idea is to switch Tuesday and Thursdays hours, because of the busyness of Tuesday when we open. Thursday mornings are very quiet. Otherwise, the hours wok very well. **Brown moved, seconded by Walter to approve the new hours for the Quincy Library. Motion carried.**

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

- ~ Our second storyteller, Jennifer Ivinskas Strauss came last Wednesday. We had to reschedule because of lack of attendance. A new date for her to return: June 30th @ 1:00 p.m.(?)
- ~ We continue to show a slight increase in circulation each month.
- ~ Friends group is making plans for a float or sandwich boards to promote Summer Reading during the Memorial Day Parade.
- ~ The shelving in the back of the library was for book sale (Comments & Suggestion cards)

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- e. **Sherwood:** Lynnell is unable to attend this evening's meeting:
- ~ Had a book sale at Sherwood during the village wide yard sales. Good turn out till the rain started at noon.
 - ~ Pat and Lynnell will go to Union Elementary this Friday to talk to the kids about Summer Reading.
- f. **Algansee:**
- ~ John taught a computer class on creating web pages. Had a great turn out and everyone was very impressed with John. They want a follow-up class sometime.
 - ~ Last week Lisa and Lynnell went to Quincy Elementary and set up a table during Kindergarten round up. Signed up a bunch of new patrons.
 - ~ This week we will go to Jennings again to talk about Summer Reading.
2. **Building Committee:** Meeting to be scheduled.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** Did not meet.
5. **Financial Committee:** Did not meet.
6. **Technology Committee/Children's Internet Protection Act:** Did not meet.
(John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)
7. **Directors Report:** Monthly Report, May 2004
- ✓ Aquila Bill: Letter drafted copy to the board. Have not received any reply.
 - ✓ Barnett CD from Bronson: renewed at 1.5%.
 - ✓ Friends Groups Meeting: the meeting went very well.
 - ✓ Havel Bros. – action requested: **Gay moved, seconded by Brown to pay Havel Bros \$1400.00 for repairs. Motion carried.**
 - ✓ GBKB Architects visit: **Ashdown moved, seconded by Walter to "Table" the architectural report until the June Meeting. Motion carried.**
 - ✓ Humidifier Installed: Havel Bros installed humidifier on basement furnace.
 - ✓ Jury Duty: finished.
 - ✓ "Libraries Wired, and Reborn" Article: Gates foundation
 - ✓ Meeting with ACCESS Group from Dearborn: Discussed.
 - ✓ MeL Delivery Meeting: Discussed.
 - ✓ New Director Reception: Thanks again for making my family feel welcome. Thanks to those who made it all possible.
 - ✓ New Librarians Workshop: I will be at Petoskey workshop the 24th and 25th.
 - ✓ Reed Act/Gates Grant Request: Library of Michigan is not willing to fund a project like the one we planned for Algansee and Sherwood areas.
 - ✓ Staff Meeting: Due to vacations and Summer Reading Program there will be no summer staff meetings.
 - ✓ Union Township Board: Waiting to hear from the township board.
8. **Automation Report:** John Rucker reported:
- ✓ Software purchases: purchased updated copies of Broderbund Print Shop.
Children's software purchased "Schoolhouse Rock 1st – 4th grad math.
 - ✓ Offered the use of one of our library servers to support a mailing list for the Success-by-Six program.
 - ✓ Weeding of the technology book holdings.
 - ✓ Attended the Michigan Collegiate Technology Association Workshop at Mt. Pleasant, May 4th.
 - ✓ Wireless network project is progressing nicely. **Ashdown moved, seconded by Brown to approve up to \$1,500.00 for automation wire mapping. Motion carried.**
 - ✓ May 6th I conducted a beginner's web-page creation workshop at Algansee. Scheduling another session.

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9. Statistical Reports: Informational items
- Book Budget: (2004)
 - Use Statistics: (April 2004)
 - Capital Projects Report: (March 2004)

NEW BUSINESS

1. None at this time.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

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

Respectfully submitted:

Marilyn Ashdown

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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