

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
June 21, 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, Lynda Chan, Dorothy Cherry, President; Gayle Clover, Jack Gay, Carol Walter.

ABSENT FOR ROLL CALL

No one.

ALSO PRESENT

Bruce Mills, Director; Barbara Riegel and Richard Sharland, BDLS Board Consultant.

APPROVAL OF AGENDA

Walter moved, seconded by Brown, to approve the Agenda of June 21, 2004 with the addition under New Business #1. Building Condition Report. Motion carried.

BRIEF PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Ashdown, to approve the Minutes of May 17, 2004. Motion carried.

CORRESPONDENCE

1. Tax Abatement (Quality Spring/Togo); Informational – placed on file.

FINANCES

1. Approval of the Bills: **Gay moved, seconded by Chan, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed. Placed on file.
3. Penal Fine Chart: (Period ending 5/01/04 – 5/31/04) Discussed.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. **Coldwater:** Minutes of the May 10, 2004 meeting. Marilyn Ashdown, reported:

- ~ Discussed purchasing a copy machine. Tabled until Bruce can get more info.
- ~ Genealogical Society visited and had a question/answer period.

Central News: Marilyn Ashdown reported

- ~ Summer Reading Program started up June 9th and runs up until Fair time.
- ~ McDonalds is giving away two bikes, which will be on display in the library.
- ~ McDonalds is giving the library and branches coupons to use for reading prizes. Happy Meals for kids reading 10 books.
- ~ Craft/Movie afternoon or evening during the summer for upper elementary/middle school age children.
- ~ Reading Zone: A rep coming in June to discuss ordering books for beginning readers. Materials at higher levels but not for those just beginning to read.
- ~ Story Hours this summer along with Summer Reading Program.
- ~ Weeding in Kids Place including fiction and non-fiction books so that we can make room for new books. (Ashdown would like some of the kids place books to go to the Nursing Homes.)
- ~ Carol, Ruth, and Virginia have cleaned the entire Kids Place room and all of the shelves!

b. **Bronson:** Gayle Clover reported:

- ~ The library will be closed for Polish Festival Saturday, July 17th, but will have book sale going on in the basement.
- ~ New copier has been purchased.
- ~ Summer Reading Program - "Discover New Trails" June 15th through July 23rd.
- ~ Summer Reading Program folder for keeping track of books including coloring book, for Branch County 4H Fair and Read and Win Ribbon.
- ~ Pat Rothrock hired @ Bronson.
- ~ Speaker Jenifer Berg at Bronson Friends meeting June 29th @4:00 p.m.
- ~ Ryan School classes 3 & 4 (6 groups) came to the library – toured and learned card computer catalog system
- ~ World War II display in display case.
- ~ Professor Anson Pantz is coming! July 23rd 1:00 p.m.

c. **Quincy:** Carol Brown reported:

- ~ Seventy-one (71) have signed up for the Summer Reading Program.
- ~ Parents like the Lewis & Clark theme.
- ~ The teen program has twenty-two (22) signed up, with a chance to win a travel journal (the drawing is on the 19th), and later will be a drawing for a "Get Lost at Your Library T-shirt".
- ~ We are anxious for Charlene Rucker to give her presentation for the children at our Summer Reading Party, Saturday, July 17th @ 10:00 a.m.
- ~ We will be running an Scholastic Book Fair, Friday, July 16th and Saturday, July 17th.
- ~ Our Pet Parade is scheduled for Thursday, July 8th @ 2:00 p.m. The rain date will be Friday, July 9th @2:00 p.m.

~ Our Friends of the Library Group had a very good book sale recently. We advertised for the first time on Bookfinder.com

- d. **Union Twp:** No Report
 - e. **Sherwood:** No Report
 - f. **Algansee:** No Report
2. **Building Committee:** Did not meet.
 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:** June 2004
 - ✓ Havel Bros – enclosed Havel Bros contract -
 - ✓ MLA Legislative Report – Informational
 - ✓ Roof question – Trying to contact Bob Stow.
 - ✓ Received the Truth In Taxation Notice. (August agenda)
 - ✓ State Aid – Received two checks totaling \$10,326.07. One check will be going to the Woodlands Coop. as soon as the library receives their bill.
 - ✓ Union Twp Meetings – Possible meeting on Friday, June 25th.
 8. **Automation Report:** June 15, 2004
 - ✓ The network-wiring audit was a huge success. Coldwater Library is the only library with Wireless network at this point in time.
 - ✓ Acceptable Use Policy for Internet Computers: clause “Wireless Network ” added.
Brown moved, seconded by Walter, to approve the new Acceptable Use Policy for Internet Computers. Motion carried.
 9. **Statistical Reports:** Informational items
 - Book Budget: (2004)
 - Use Statistics: (April 2004)
 - Capital Projects Report: (March 2004)

NEW BUSINESS

1. Building Condition Report: **Gay moved, seconded by Walter to approve up to \$6,000.00 out of the Kerr donation to pay for architectural consulting with GBKB Architects, Inc. Motion carried.**

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INFORMATIONAL ITEMS

None.

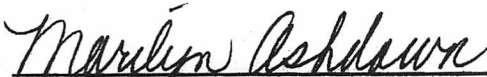
EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Gay moved to adjourn. Meeting adjourned at 7:05 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

June 21, 2004