

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
August 16, 2004
6:00 P.M.**

President Cherry called the meeting to order at 6:02 p.m.

PRESENT FOR ROLL CALL

Carol Brown; Lynda Chan; Dorothy Cherry, President; Gayle Clover; Carol Walter.

ABSENT FOR ROLL CALL

Marilyn Ashdown (excused); Jack Gay (excused.)

ALSO PRESENT

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

APPROVAL OF AGENDA

Walter moved, seconded by Chan, to approve the Agenda of August 16, 2004. Motion carried.

RESOLUTION & PUBLIC HEARING ON INCREASING PROPERTY TAXES

Posted in the Coldwater Daily Reporter on July 29, 2004.

Meeting opened to the public 6:05 p.m. No comments from the public or Board members – closed 6:06 p.m.

Resolution to increase 0.0070 mills in the operating tax millage rate to be levied on property in 2004.

Brown moved, seconded by Clover, to adopt the resolution setting the millage for the Branch District Library at 6.164 mills and for signing of the Resolution.

Roll call vote: **5 Ayes** **0 Nays** **2 Absent** **Motion carried.**

BRIEF PUBLIC COMMENTS

None at this time.

APPROVAL OF MINUTES

Walter moved, seconded by Clover, to approve the Minutes of July 19, 2004 with two corrections - typo on Page 3 under Report from Union Twp.Trusty (should read Trustee) Board and in last sentence. Motion carried.

CORRESPONDENCE

1. Tax abatements:
 - ~ Applied Coating Technologies LLC, 325 Jay Street – Informational item
 - ~ Carbur Tool LLC, 349 S. Clay Street – Informational item

FINANCES

1. Approval of the Bills: **Brown moved, seconded by Chan, to approve the bills as submitted. Motion carried.**
2. Financial Statement: Discussed. Placed on file.
3. Penal Fine Chart: (not available.)
4. Century Bank and Trust - (7/01/04 – 7/31/04) informational.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. **Coldwater:** Minutes of the July 12, 2004 CPL Board Meeting.
Central News: Jeanne Berg reported:
 - ~ 665 Children enrolled in the Summer Reading Program. 200 finished the program.
 - ~ McDonalds donated two bikes. Names were drawn and bikes were delivered to the children. Poster contest for the drawing.
 - ~ Very successful program. A lot of books checked out.
 - b. **Bronson:** Carole Maddox reported:
 - ~ Summer Reading Program had 28 children and 26 adults.
 - ~ Landscaping by the flagpole was done in flowers of Red, White and Blue.
 - ~ Flagstone was laid leading from the main walk to the driveway.
 - ~ This Wednesday is our last story hour.
 - ~ September is to be Hispanic Heritage month.
 - ~ For the Summer Reading Program we had a porcelain doll, dressed as a bride and the little girl who won it was Hispanic - Black eyes, black hair. The doll is blonde, with blue eyes and the little girl says, "I think the doll looks just like me." ;-)
 - c. **Quincy:** Bobbie Brickey reported:
 - ~ Township received the insurance check. New carpet has been installed in the library basement. Nice to have the water mess cleaned up, and clean smelling air.
 - ~ Pete Stobie from the Kalamazoo Nature Center came August 3rd. We had 23 children and 13 adults in attendance. We were very pleased with his performance; he is very good with children.
 - ~ The library slows way down the week before the 4-H Fair, thus allowing time for projects within the library i.e. (dusting, weeding out books) etc.
 - ~ An Amish carpenter's bid has been accepted by the Quincy Advisory Board to refinish a table and also build an additional cabinet to house the old Quincy Herald Newspapers.

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

- ~ Final statistics for Summer Reading 2004:
87 folders turned in.
66 children completed the program by reading at least seven books each.
2021 children books read during the six-week program.

Pat also wanted to know about a comment from last month's meeting with Union Township: "a lot of unused space in the library, I would like to know where this is." No one could answer me!

e. **Sherwood:** Lynnell Eash reported:

- ~ Charlene Rucker presented a Bug Program.
- ~ Summer Reading Club -17 signed up for the program and 9 completed it.
- ~ Summer Reading Program party did a carnival. Did the same games at Algansee party.
- ~ Tuesday we are having a Hypertufa Class and Wednesday a class at Algansee.
- ~ Teen Program had six – 2 completed it.

f. **Algansee:** Lynnell Eash reported:

- ~ Mike from the Quincy School did the stories at our party. Michigan theme.
- ~ Friends Group had cookies and punch.
- ~ For prizes we did age groups:
0 – 3 year olds: Education Station gave \$60.00 worth of toys – Friends paid the other half.
4 – 6 year olds: a family donated a \$25.00 Meijers Gift Certificate to purchase school supplies.
7 – 9 year olds: Fun Spot donated 8 tickets.
- ~ Friends Group is planning an after school Teen Party i.e. bowling, skating school.

2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** Personnel Committee met on August 3, 2004.

Brown reported: Marilyn Ashdown, Jack Gay and I met and discussed the evaluation for the director. Jack did a really good "tally up job" on every thing. The evaluation for Bruce is very wonderful. We are very pleased and I know the whole board is very pleased. Therefore, it is the recommendation of the Personnel Committee that we increase the Director's salary from \$55,000.00 to \$58,000.00 effective the first pay following the August 16, 2004 board meeting, and evaluation to be done in the summer. **Brown moved, seconded by Walter, to accept the recommendation of the Personnel Committee to increase the Director's salary \$3,000.00 effective August 16, 2004. It is also recommended that the evaluation be done in the summer. Motion carried.**

Two clarifications to the Personnel Policy Manual were presented (1) regarding the vacation schedule due to change from the 35 – 40 hour work week, which updates hours to match number of weeks taken for vacation and (2) holiday listing. **Effective August 16, 2004. Brown moved to accept and put into the Personnel Policy Manual the two clarifications on Holidays and the personnel vacation schedule, seconded by Walter. Motion carried.**

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: August 2004
- ✓ Allen Township Penal Fines: Discussed.
 - ✓ Election Days at Union City: Chan moved, seconded by Walter, to allow the library employees at Union Twp. (1) either to work at another branch on election dates September 21st and November 2nd, (2) take a personal day if they so desire, or (3) to pick up hours on Saturdays at their own branch to make up for time lost due to the library closing for the elections. Also, review in 2004 before 2005 elections. Motion carried.
 - ✓ GASB 34 Update: Met with Dave Rumsey this morning to discuss the GASB 34. Clover moved, seconded by Brown, to table the GASB 34 issue until next month. Motion carried.
 - ✓ Patron Refund Problem: Has been taken care of.
 - ✓ Staff Changes: Losing three part-time staff members.
 - ✓ TLC Upgrade: TLC library software on August 28th.
 - ✓ Union Township Microwave: Has found a new home.
8. Automation Report: August 2004
- ~ TLC Upgrades: Saturday, August 28th after the library closes.
 - ~ Everyone will report to work Monday and if TLC work is not finished by Monday AM the library will go into a temporary emergency closing and the radio will be notified in the case we have to close.
9. Statistical Reports: Informational items
- Book Budget: (2004)
 - Use Statistics: (June 2004)
 - Capital Projects Report: (May 2004)

NEW BUSINESS

1. None at this time.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

Walter: Where's the flag? Discussed.

Clover: Question on drapes, carpet & window cleaning: Discussed.

Brown: Director evaluation sheets should be kept on file, where? Discussed.

ADJOURNMENT

Walter moved to adjourn. Meeting adjourned at 7:05 p.m.

Respectfully submitted:



Carol Brown,
BDLS Board Acting 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.