

*Corrected
2/21/05*

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
January 17, 2005
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:03 p.m.

PLEDGE OF ALLEGIANCE

D. Cherry: Since we are meeting on Martin Luther King's Holiday, was going to look up a good Martin Luther King quotation but forgot to. Does anyone have one?

C. Walter: Just the traditional one "I have a Dream!"

PRESENT FOR ROLL CALL

Carol Brown; Dorothy Cherry, President; Gayle Clover; Vice President; Jack Gay; and Carol Walter.

ABSENT FOR ROLL CALL

Marilyn Ashdown, Secretary (excused); Lynda Chan (arrived @ 6:34 p.m.)

ELECTION OF OFFICERS

Meeting was turned over to Director Mills for nominations from the floor.

- ✓ **Gay moved, seconded by Brown, to elect Cherry for President. Unanimous vote.**
Brown moved, seconded by Gay, that nominations be closed. Unanimous vote.

Nominations for Vice President?

- ✓ **Brown moved, seconded by Walter, to elect Gay for Vice President. Unanimous vote.**

Nominations for Secretary?

- ✓ **Brown moved, seconded by Cherry, to elect Ashdown for Secretary. Unanimous vote.**

President Cherry resumes as chairman of the meeting.

ALSO PRESENT

Linda Birkenbeul; Lynnell Eash; Carole Maddox; Bruce Mills, Director; Barbara Riegel & John Rucker.

APPROVAL OF AGENDA

Brown moved, seconded by Walter, to approve the Agenda of January 17, 2005 with additions: New Business: #3 Cell Phone; Election Of Officers to the beginning of the Board Meeting; under Old Business: Rumsey & Watkins contracts for Audit Services and Monthly Accounting Services. Motion carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Gay moved, seconded by Brown, to approve the Minutes of December 20, 2004, with the corrections to add an (a) missing from Erica Ewers name on page one and top of the third page. Motion carried.

CORRESPONDENCE

1. Taylor's Stationers (December 2004)
2. Rumsey & Watkins, P.C. (Informational)
3. Southern Michigan Bank & Trust (January 5, 2005)

FINANCES

1. Approval of the Bills: Gay moved, seconded by Walter, to approve the bills as submitted. Motion carried.
2. Financial Statement: Audit in progress.
3. Penal Fine Chart: End of year
4. Century Bank & Trust - Money Market Account (Informational)
5. Century Bank & Trust - Richard E. Fisher Irrevocable Trust (Informational)
6. Southern Michigan Bank & Trust: Janette Stephens Trust (Informational)
7. Century Bank & Trust: Aileen Barnett Charitable FBO Library (Informational)

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. Coldwater Public Library Advisory Board: Minutes of the December 13, 2004.

Central News:

Linda Birkenbeul reported:

- ✓ No school, extra kids on the Reference Floor.
- ✓ Received Federal tax forms, no Michigan forms as yet.
- ✓ Weeded out a lot of old "Westerns" and replaced them with new titles.
- ✓ Music CDs are in the Audio Video area and are available for check out.

Bruce Mills reported:

- ✓ The County's plow truck broke down.
- ✓ Received some Spanish Music CDs.
- ✓ Have a couple of Children's Programs scheduled: Denise Brennan-Nelson will be visiting the schools and the libraries. She will be here Tuesday, February 15th @ 6:30 p.m. sponsored by the Friends of the Library. Also, a Red Cross Baby sitting class.
- ✓ Bob Stow is working on the plans for the Reading/Leisure area.

- b. Bronson: Carole Maddox reported:

- ✓ The cabinets are done! Looks great!
- ✓ John deserves a lot of medals for the work he has done.

- c. **Quincy:** Carol Brown reported:
- ✓ Son Shine Ministries Food Pantry greatly appreciated our food donation collected from the December Library Amnesty Month.
 - ✓ Another table was given a finish and table legs fixed by Martin Schmucker (Amish), very nice job.
 - ✓ Some year-end donations came in, allowing us to purchase more audio CDs (books on tape.) Patrons have continually requested these.
 - ✓ Virginia Brown donated 30 years of Quincy High School annuals to our reference/genealogy area. These are a wonderful addition, due to many missing years from our collection.
 - ✓ Lisa has booked Pete Stobie from the Kalamazoo Nature Center for this summer. He thoroughly entertained the children last summer, and we anticipate a great program this year on "The Two Worlds of the Dragonfly!" which will coincide with this summer's theme, "Dragons, Dreams and Daring Deeds."
- d. **Union Twp:** Bruce Mills reported for Pat who was unable to attend:
- ✓ We need to find out why the bank tellers are having a hard time reading the check signature.
- e. **Sherwood:** Lynnell Eash reported:
- ✓ Computers are getting a lot of use.
 - ✓ Kids have found a web site for Harry Potter fiction.com.
 - ✓ Kids had fun with the word European.
 - ✓ Had an adult workshop last Thursday (garden Mosaics) nine (9), people signed up and will be back this Thursday to finish their projects.
- f. **Algansee:** Lynnell Eash reported:
- ✓ New hours for Tuesday.
 - ✓ Cancelled four programs this past week due to snow, ice or fog.
 - ✓ Working with Bruce and the township about snow removal. Parking area hasn't been cleaned up.
 - ✓ Finally after five years an Amish schoolteacher has a list of twenty-five (25) books to take to the school for the kids to read.
2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** Did not meet.
5. **Finance 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:** January 2005
- ✓ Amnesty Month (photo enclosed.)
 - ✓ Branching Out (edition enclosed.)
 - ✓ Fund Raising Letter: \$510.00 for CPL; \$3,285.00 for BDLS
 - ✓ HeritageQuest Online: Still working on getting an account number.
 - ✓ Staff Meeting: Scheduled for Monday, January 24th
 - ✓ Statewide Delivery Service: Wednesday, Jan. 18th meeting with Jim Siedl to discuss the Mel Delivery Service. Service will be now 5 days a week instead of 2 days.

8. Automation Report: January 2005
 - ~ Worked at Bronson
 - ~ Working on a new Library Design Web Site
 - ~ Telephone system: Due to trouble with our phone system, Mr. Hinson who works for the City and County came and looked at the phone system. If the Library purchases a phone system Mr. Hinson offered to charge \$60.00 an hour for labor. The library will also request a quote from Verizon.
9. Statistical Reports: Informational items
 - > Book Budget: (2004)
 - > Use Statistics: (December 2004)

OLD BUSINESS

1. Rumsey & Watkins Contract letter: **Gay moved, seconded by Chan, to approve the two contracts with Rumsey and Watkins for the annual audit and monthly services. Motion carried.**

NEW BUSINESS

1. Election of Officers: Done earlier.
2. BDLS Board Committees 2005: **Chan moved, seconded by Brown, to approve the committee assignments as proposed. Motion carried.**
3. Cell Phones in the library: Technology Committee will schedule a meeting to discuss this issue.

INFORMATIONAL ITEMS

None at this time.

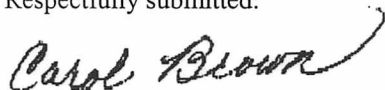
EXTENDED PUBLIC COMMENTS

None at this time.

ADJOURNMENT

Brown moved, seconded by Glover, to adjourn. Meeting adjourned at 7:32 p.m.

Respectfully submitted:



Carol Brown
For 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.