

Corrected Copy of 3/21/05

DRAFT

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
February 21, 2005
6:00 P.M.**

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

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Marilyn Ashdown, Secretary; Dorothy Cherry, President; Gayle Clover; Jack Gay, Vice President; and Carol Walter.

ABSENT FOR ROLL CALL

Carol Brown (excused); Lynda Chan (excused.)

ALSO PRESENT

Jeanne Berg; Bobbie Brickey, Quincy Library Board; Bruce Mills, Director; Barbara Riegel; Charlene & John Rucker; David Rumsey, Rumsey & Watkins PC.

APPROVAL OF AGENDA

Ashdown moved, seconded by Walter, to approve the Agenda of February 21, 2005 with one addition: New Business: #1 QSAC (Quality Services Audit Checklist.) Motion carried.

AUDIT REPORT

David Rumsey from Rumsey & Watkins discussed and reviewed the highlights of the December 2004 Audit with the Board members. Mr. Rumsey complimented the staff on their cooperative work with Rumsey and Watkins in managing the financial affairs of the library.

D. Cherry and the Board, thank you!

Walter moved, seconded Gay, to approve the Annual Audit Report as submitted with corrective page 2. Motion carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Gay moved, seconded by Walter, to approve the Minutes of January 17, 2005, with one correction under Alganssee: Lynnell Eash instead of "c" in the last name. Motion carried.

Walter moved, seconded by Gay, to approve the Minutes of the Special Board Meeting of February 3, 2005, As corrected with the addition of Carol Walter's name be added to those present at the meeting. Motion carried.

CORRESPONDENCE

1. Union Pallet & Container Company Tax Abatement.

FINANCES

1. Approval of the Bills: 1/21/05 & 2/04/05
Ashdown moved, seconded by Clover & Gay, to approve the bills as submitted.
Motion carried.
2. Financial Statement: January 31, 2005 & 2004 (Discussed, placed on file.)
3. Penal Fine Chart: 12/31/2004 & 1/31/2005
4. Century Bank & Trust - 1/31/2005 (Informational)
5. Bronson Fiduciary Reserved Fund: 2004 & 2005 (Informational)
6. Southern Michigan Bank & Trust: 1/13/2005 & 2/07/2005 (Informational)

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. **Coldwater Public Library Advisory Board:** Minutes of January 10, 2005.

Central News:

Bruce Mills reported:

- ✓ Did not have a formal meeting there was no quorum.
- ✓ Mike Mort, Executive Producer, Sturgis, Michigan stopped in the library to use some of the material from our files in his documentary called *From Moccasins to Main Street*.

Marilyn Ashdown reported:

- ✓ I spoke with Ruth Omlor today. Talking about the Literacy Board and she mentioned some interesting things that they are doing their story hours and had a writer here, who did a program here for the public.
- ✓ Also, that the Hispanic group is meeting every Wednesday night. A man is coming in to do some "Parenting Classes." One issue in Mexico they can drink and get picked up for drinking and pay off the policemen and move on without any fines. This man is trying to teach them that is not how it is done in the US. Also, on car seats, they are not required to use car seats. And, how to discipline their children in a loving manner, they don't know how to discipline their children properly.

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

- ✓ Library program – Binder Park Zoo mobile is coming in April.
- ✓ Randy Hazelbaker will present a program in May for Michigan Week.
- ✓ Office area has some finishing touches to be completed before payment!
- ✓ Clearing an area for Bronson Yearbooks near the desk for more secure display.

- c. **Quincy:** Bobbie Brickey reported:

Jane cannot make these meetings but misses everyone and sends her love.

- ✓ Already having parents calling to confirm our date for Pete Stobie from the Kalamazoo Nature Center! One family may change their vacation so as to be there.
- ✓ Patrons are very pleased as we continue to purchase audio CDs (books on tape.)
- ✓ Lisa attended Bronson's Open House February 1st, everything looks great.
- ✓ Thank you for Heritage Quest. Already been used by patrons for their genealogy research!
- ✓ Lisa attended the Michigan Library Association Summer Reading Workshop in Jackson, February 4th, (after a fog delay.) There were good speakers for craft ideas, book talks for all ages, and a team of authors from Michigan.

- d. **Union Twp:** Bruce Mills reported for Pat who was unable to attend:
- ✓ Library is closed tomorrow for an election—so things have to be completely cleared from desks etc., when we close.
 - ✓ I have weeded all juvenile books.
 - ✓ I am working on weeding the registration card file.
 - ✓ We have a bulletin board display from Mrs. Burdick's Resource (special needs) Room. Her students have illustrated a poem by Jack Prelutsky, "It's Snowing, It's Snowing."
 - ✓ Carole at Bronson and John from Central have both talked with Bob Boardman. He says Union is next—but I have yet to hear from him since our first conversation in November 2004.
 - ✓ March is reading month so we are planning for both adults and children to choose at least five non-fiction books to read for the month. This is our least used area.
 - ✓ Plans are progressing for Summer Reading.
 - ✓ We are once again considering a Babysitting Clinic through the Red Cross. Last year we cancelled due to lack of participation.
 - ✓ We have our rolling cart filled, moving it back and forth daily into the townships "area" while open, then putting into "our" space when closed. Board of Review has been scheduled during some opening hours during March. I don't know where to put the cart so it can be used and not block other sections.
 - ✓ Our Friends Group will be hosting the Annual Friends Meeting in April (at the Fire Hall.)
- e. **Sherwood:** Bruce reported for Lynnell:
- ✓ Adult workshop very successful. A basket making workshop is planned for March.
 - ✓ Pre-school story time and American Girl Club continue to grow.
 - ✓ Have added new books and videos to the collection. Also did a video exchange with Algansee so both places have 50 different videos to choose from.
 - ✓ Have added a few DVDs to the collection.
- f. **Algansee:** Bruce reported for Lynnell:
- ✓ All children's programs in January had to be cancelled due to fog, snow or ice.
 - ✓ February programs have gone as scheduled so far.
 - ✓ Library slow in January partly due to weather.
 - ✓ New desk has arrived and is installed thanks to Ron Ewers help. Many compliments on the new desk.
 - ✓ We have been using ILL on a regular basis at Algansee as more people find out about it.
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:** Thursday, February 3rd @ 6:30 p.m.
Discussed several issues - purchase of a network router & Cell Phone Policy.
(John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)

Cell Phone Policy reads: So as not to disturb others in the library, cell phones must be set on silent or vibrate mode. Cell phone calls may be made in designated areas only, as selected by the Director or Branch Manager, and at an appropriate volume. This policy shall be posted at each entrance and on the Library's web site.

Gav moved, seconded by Walter, to approve the Cell Phone Policy. Motion carried.

7. Directors Report: February 2005

- ✓ 2004 Annual Report- still working on this project.
- ✓ AARP speaking engagement – January 21st. Comments were brief and well appreciated.
- ✓ Branch County Snapshot Survey: Informational item.
- ✓ Closings of the Library - Saturday, January 22nd due to the inclement weather and Monday, January 24th due to no heat - closed from 11:00 a.m. to 5:00 p.m. Havel Bros. was called in. The library re-opened at 5:00 p.m.
- ✓ Havel Bros. determined that the Boiler's actuator needed replacing on January 24th.
- ✓ Architect Bob Stow visited on Monday, February 14th to complete some measurements.
- ✓ Staff Meeting: was held on Monday, January 24th. Our next meeting will be on Monday, February 28th.

8. Automation Report: February 2005

- ~ Universal Service Fund: reimbursement of \$11,458.20. ;-)
- ~ *Picture Agreement* PBS licensing agreement expires on March 22nd. We will not renew.
- ~ Transition was made from brnlibrary.org web site to branchdistrictlibray.org on Wed., Feb 2nd.
- ~ All new addresses will be active as of this meeting.
- ~ Feb. 2nd, the Board approved the purchase of a new network router (\$3,200.00.)
- ~ HeritageQuest online database is accessible to library patrons from home. A library card is required to access it at home.
- ~ Mr. Don Hinson quote on the phone system is \$7,062.00. Avaya quote is \$5,600.00 plus the cost of the labor for the wiring. More updates at the next Board meeting.
- ~ Cellular Phone Policy in place.
- ~ Technology Plan on file with the Library of Michigan expires on June 30th. A more current plan must be in place for our USF applications.
- ~ Technology Plan 2005 – 2008.

9. Statistical Reports: Informational items

- Book Budget: (2005)
- Use Statistics: (January 2005)
- Capital Projects Report – 2004

NEW BUSINESS

1. QSAC – Quality Services Audit Checklist: Discussed.
- ✓ Personnel Committee assigned

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

No one at this time.

ADJOURNMENT

Gay moved to adjourn. Meeting adjourned at 7:50 p.m.

Respectfully submitted:

Marilyn Ashdown

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.

- 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.

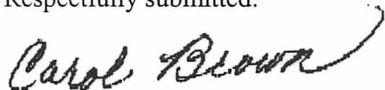
EXTENDED PUBLIC COMMENTS

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

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