

**10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes  
Central Library Meeting Room  
April 18, 2005  
6:00 P.M.**

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

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

No one!

**ALSO PRESENT**

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

**APPROVAL OF AGENDA**

**Walter moved, seconded by Brown, to approve the Agenda of April 18, 2005 with two additions: New Business #1 Cherry's conversation with Jerry Hubbard, Union Twp; #2 Branch District Library Board Summer Tour of the Branches. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Bobbie Brickey - Jane asked to be remembered and a Special Hello to everyone!  
Cherry: The Board says "hello to her" let her know we think of her not only at these meetings each month, but also between meetings.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Walter, to approve the Minutes of March 21, 2005 with correction on Page 2 – Section D Union Twp. Motion carried.**

**CORRESPONDENCE**

1. March 29, 2005 Industrial facilities tax exemption certificate Quality Spring/Togo.

**FINANCES**

1. Approval of the Bills: **Gav moved, seconded by Brown, to approve the bills of 3/18 – 4/01 – 4/15/05 as submitted. Motion carried.**
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: Noted.
4. Southern Michigan Bank & Trust: Informational.
5. Bronson Fiduciary Reserved Fund: Informational.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. **Coldwater Public Library Advisory Board:** Minutes of March 14, 2005.

Bruce Mills reported:

**Central News:**

- ~ During Spring Break Week we entertained 500 kids throughout the three branches that had the Zoomobile. 220 here at Central, several people checked out books after the program. Paid fines and registered for a library card.

b. **Bronson:** Carole Maddox reported:

- ~ 208 kids visited the Zoomobile. Was informed we could have used the theater.
- ~ Also, had people register and sign out books after the program.
- ~ Meeting with the Principal from the Middle School, Ryan Elementary, the youth program wants to coordinate Summer Reading with the library. They would like to have a weekly program at the library. Will purchase each child a book, hopefully have book discussions, and they talked about having hot dogs outside afterwards. Every Wednesday 10:30 – 1:00. They will do a community calendar and have all events listed.
- ~ On the Bronson Endowment Fund – Barnett Estate if finally settled will be receiving \$12,000.00 a year. It was indicated that the Bronson Manager could only spend the monies. I feel it should be Bronson Library Board & Branch Manager.
- ~ Grandkids on the radio ;- ) talked about Earth Day!

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

- ~ Celebrated National Library Week.
- ~ The American Red Cross Baby sitting clinic will be held May 6<sup>th</sup> & 7<sup>th</sup>.
- ~ Over 450 letters to patrons have been sent regarding donations to the Library. Each letter thanks the Patron for all the support we have received.
- ~ Circulation has been very good.
- ~ Story Hour attendance is also very good. Parents are already asking about Story Hour.
- ~ Union City Annual Friends meeting will be held Tuesday, April 19<sup>th</sup> @ 5:30 p.m. Lisa and Renee will be attending.

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

- ~ 12 girls participated in the Red Cross Babysitting Clinic on Saturday.
- ~ We will be hosting the annual Friends meeting @ 5:30 p.m. on 4/19/05.
- ~ Zoomobile is scheduled for June 6<sup>th</sup> in Union. First day of Summer Reading kick-off.
- ~ I will be on vacation later this week.

e. **Sherwood:** John Rucker reported:

- ~ The day before the Zoomobile they had the Stevens Puppets. Great puppet show, hand carved puppets nearly 50 years old.
- ~ Red Cross Baby Sitting class 13 girls attended.

f. **Algansee:**

- ~ No Report.

2. **Building Committee:** April 16, 2005 meeting.

Gay reported:

Building Committee met on Saturday morning, April 16<sup>th</sup>. You have in your packet a proposed reading area sketch. Those in attendance were: Carole Bolton, CPL Board Representative; Dorothy Cherry, Carol Walter, Bruce and myself. Lynda Chan was unable to attend. Lots of discussion. Need cost estimates before moving on. **Gay moved, seconded by Chan,** *Cherry*  
**to proceed with project and authorize Bruce to contact the Architect for cost estimates and proceeding with the bidding process separating out bids for Periodical Area and Circulation Area. Motion carried.**

3. **Children's Committee:** Did not meet.

4. **Personnel Committee:** Did not meet.

5. Finance Committee: April 15, 2005 - those in attendance: D. Cherry, J. Gay, C. Brown, Erica Ewers, Alganssee Township Supervisor; and B. Mills.

Cherry reported:

Letter from Erica Ewers, Alganssee Township Supervisor, with concerns.

- ~ The contract between the library district and Alganssee Township expired on March 31, 2005.
- ~ Alganssee phone number not listed in either the telephone book or directory assistance.
- ~ Correct address in future publications. (Bruce assured Erica that the address would be corrected.)
- ~ Capital funds to install a handicapped ramp for the library. Bruce will inform Erica that the Finance Committee would entertain a request from them to spend capital improvement funds for Alganssee Township to install a handicapped ramp at the library.

**Brown moved, seconded by Gay, to approve the Alganssee Township amendment as described. Motion carried.**

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: April 2005

- ~ Budget Line Item Clarification: Discussed.
- ~ Capitalization Policy: two responses received.
- ~ Labeling Questions: We should not experience any legal problem with the labeling system.
- ~ QSAC Update: Reviewed 4/18/05
- ~ Remodeling Update: Updated drawing of the remodeling project and a questionnaire via e-mail for the circ. Staff input.
- ~ Staff meeting: Our next meeting will be on Monday, April 25<sup>th</sup> @ 9:00 a.m.
- ~ Statewide Delivery Service: Statewide delivery service is scheduled to begin on October 1, 2005.
- ~ User Survey: Over 2,000 user surveys were sent out for National Library Week.

8. Automation Report: April 2005

- ~ Phone system was finished on Friday 4/15/05
- ~ Problems with the new router are resolved.
- ~ Purchased the hardware that is needed and will deploy in the coming months.
- ~ Attorney Lillis replied to my query about the Web Site Privacy Notice. (Approved 4/18/2005)
- Walter moved, seconded by Chan, to approve the Web Site Privacy Notice as presented. Motion carried.**
- ~ Busy with Survey's
- ~ Furniture/Temperature monitoring, will report on next month.

9. Statistical Reports: Informational items

- Book Budget: 2005
- Use Statistics: March 2005
- Capital Projects Report: March 2005

#### **NEW BUSINESS**

1. Cherry's conversation with Jerry Hubbard, County Commissioner representing Union City regarding the discussions about moving the Township Building Offices across the street. Discussed at length.
2. Branch District Library Board Summer Tour of the Branches: **Gay moved, seconded by Walter, to take a summer tour of the Branches in reverse Alpha order starting with May 16<sup>th</sup> meeting @ Union Twp. Library. Motion carried.**

Date	Library Branch
May 16 <sup>th</sup>	Union Twp. Library
June 20 <sup>th</sup>	Sherwood Library
July 18 <sup>th</sup>	Quincy Library
August 15 <sup>th</sup>	Bronson Library
September 19 <sup>th</sup>	Alganssee Library

INFORMATIONAL ITEMS

Gay suggested the library make a donation in memory of George Herman. Large print collection on sailing, adventure humor, westerns and autobiographies and antique farm implements.

EXTENDED PUBLIC COMMENTS

Comment and/or Suggestion Cards:

Ashdown: Question on if anything was done about the 2-week policy checkout. Bruce will look into this.

- ~ Atlantic Monthly magazine (on order.)
- ~ Sponsored Book Club - Bruce will check on this.

ADJOURNMENT

Clover moved to adjourn. Meeting adjourned at 7:20 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.