

10 E. Chicago Street – Coldwater, MI 49036  
Branch District Library System  
Board Meeting Minutes

*Corrected Copy*

August 23, 2005  
6:00 P.M.

President Dorothy Cherry called the meeting to order at 6:00 p.m., a re-scheduled meeting from August 15, 2005 when a quorum was not present to conduct business. The meeting was conducted from the August 15<sup>th</sup> Agenda. All notices of the re-scheduled meeting have been properly posted at the Central Library, Branches and mailed to all Board Members, radio station and newspapers informed of the changes as well. So we have complied with the Open Meetings Act in terms of re-scheduling the meeting.

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

Marilyn Ashdown, Secretary (arrived @ 6:20 p.m.); Lynda Chan, excused; Carol Walter, excused.

**ALSO PRESENT**

Bobbie Brickey, Quincy Library Board; Jeanne Berg; Lynnell Eash; Bruce Mills, Director; Barbara Riegel; John Rucker.

**APPROVAL OF AGENDA**

**Gay moved, seconded by Brown, to approve the Agenda of August 23, 2005 with one addition to New Business: #2 Social Security Number Policy. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

**Gay moved, seconded by Brown, to approve the Minutes of July 18, 2005. Motion carried.**

**CORRESPONDENCE**

1. Nothing at this time!

**FINANCES**

1. Approval of the Bills: (7/22 /05 & 8/05/05)  
**Brown moved, seconded by Clover, to approve the bills of as submitted. Motion carried.**
2. Financial Statement: Discussed, placed on file.
3. Penal Fine Chart: July 31, 2005 - Informational.
4. Expenditures: June 2005 / 2004
5. Southern Michigan Bank & Trust: 08/02/05 - Informational.
6. Bronson Fiduciary Reserved Fund 2005 - Informational
7. Ralph Kerr Donation - 2005 - Informational.  
**Brown moved, seconded by Gay, to authorize the transfer of the monies we have already spent from the Century Money Market to the general fund (\$12,450.54) and future expenditures to be transferred monthly and authorize the signatures. Motion carried.**

## PENDING BUSINESS

### 1. Reports from Central and Branch Liaisons:

#### a. Coldwater Public Library Advisory Board: Minutes of August 8, 2005.

- ~ Micro-film reader still being looked into.

#### Central News:

- ~ Nothing to report.

#### b. Bronson: Gayle Clover reported:

- ~ Bronson Library had three parties in July. Mike Standiford came and made balloon characters for the children. Mr. Jim did a program on cup stacking and a magic camp where he showed kids how to do magic tricks. 38 finished summer reading and 36 attended the party.
- ~ Received a donation of 17 boxes of books from Fremont Outlet Mall. We gave all the coloring and activity books, Frisbees, crayons and pencils left over to the food pantry. For the last several years the pantry puts together back-to-school bags for the children. This year they included our donations and were very grateful to have them.
- ~ We received donations from 8 local businesses including popcorn, ice cream and bowling coupons.
- ~ Our air conditioner quit working and the temperature reached 87 degrees. It needed a good cleaning. We have had Butter's Hearing and Air Conditioning put us on a yearly maintenance schedule. Bronson City and Bronson Township share equally in the up-keep of the building, but the Township has refused to pay any part of the air conditioning because it was added after contract signing. They don't need it for Township business, as was the problem with paying for the telephone in the past. We would like to get this resolved and put in writing.
- ~ Open House Sunday, August 28<sup>th</sup> from 2:00 – 4:00 at the Bronson Library honoring the founders of the Bronson Library Friends, Loranetta Diebel, Vera Hurd, Carole Maddox and Roberta Smith. A plaque with their names will be displayed at the library. Refreshments will be served and everyone is invited.
- ~ Another plaque is also being dedicated to benefactors who have donated \$500.00 or more at one time to the Bronson Library since the Friends Group started. Annually, through the Friends of the Bronson Library, names may be nominated to be added to the honorary plaque.
- ~ Next Board meeting location? September 19<sup>th</sup> - Algansee Library.

#### c. Quincy: Bobbie Brickey reported:

- ~ 133 children signed up for the Summer Reading Program (including 15 teens.) 83 completed the program (including all 15 teens) and received goodie bags, complete with a free book (provided by the Friends Group), 4-H tickets, McDonald's coupons, bookmarks, rulers, pencil sharpeners and other goodies.
- ~ 66 attended and thoroughly enjoyed "Mr. Pete" from Kalamazoo Nature Center. Lisa has already booked him for July 2006. He is currently working on a presentation to go with the theme "Paws, Claws, Scales and Tales."
- ~ Names are being presented to take on the Trustee position available on the Advisory Board.
- ~ The Friends held a Book Sale, Saturday, August 13<sup>th</sup> during the US-12 yard sales.
- ~ The week preceding the 4-H Fair and the week of, always slows down greatly, which gave Renee and Lisa a chance to catch up (weeding books, repairs, dusting, etc.)
- ~ Mary Jo Kranz will be coming on the Quincy Library Advisory Board as President of the board. We welcome her and know she will do an excellent job.

#### d. Union Twp: Bruce reported:

- ~ Summer Reading Program Stats.

#### e. Sherwood: Lynnell Eash reported:

- ~ Summer Reading Program Stats.
- ~ Carpets in! Floor painted on the Village side.
- ~ Saturday had a leak by the back door. In one corner of the new carpet. Will fix as soon as the area is dried.
- ~ One little 9-year girl who helped put books out was the best worker. Teenagers helped.
- ~ Moved some of the books around and lowered shelves.
- ~ Young Adults have their own section.
- ~ Working on the Fall Schedule: American Girls Club; Boys Club; Saturday Story Hour; Adult workshops.
- ~ Request: to purchase tables four (4) @ \$39.00 each = \$156.00 to come out of Capital Improvement and four (4) chairs from Gaylord @ \$118.96 plus shipping, from Capital Improvement. **Brown moved, seconded by Clover, to authorize this expenditure from the Sherwood Capital Improvement Fund. Motion carried.**
- ~ Coupled killed on the toll road last week. Phil Zinsmaster worked for the village and helped paint the floor.

f. **Alganssee:** Lynnell Eash reported:

- ~ Very quiet. Ended our Summer Reading Club earlier because of the 4-H Fair. Got a lot of weeding done.
- ~ Working on the Fall Schedule: Adult workshops; author coming in October before Halloween. Rev. Gerald Hunter, he wrote the Haunted Michigan books, just in time for Halloween!

2. Building Committee: Did not meet.
3. Children's Services Committee / Ad Hoc 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: August 2005:

- ~ Code of Conduct Policy: **Clover moved, seconded by Gay, to approve the Code of Conduct Policy as amended. Motion carried.**
- ~ Havel Bros. Update: Discussed in length.
- ~ Holiday Homes Tour Question: 5:00 - 9:00 Open House. Board agrees to be open.
- ~ Insurance Increase for 2006: Discussed.
- ~ Question on Revenue Statement: Explained.
- ~ Remodeling Update: Moving ahead.
- ~ Sunday Hours for Coldwater: **Gay moved, seconded by Ashdown, to institute Sunday hours between September 25<sup>th</sup> to December 18<sup>th</sup> from 1:00 p.m. - 5:00 p.m. and publicize it massively. Motion carried.**
- ~ Tables Updated: in place.

8. Automation Report: August 2005:

- ~ Pictures and more information of the various Summer Reading Program activities are on the library's web site.
- ~ Finished deployment of new computers. Now re-shuffling older ones to various places throughout the district. Oldest will be donated or sold in accordance to library policy and any applicable grant stipulations.
- ~ Helped Lenawee County Public Library to upgrade all of their Gates Foundation PCs to the latest Windows XP and other software.
- ~ Continuing to update science and technology holdings.

9. Statistical Reports: Informational items.

- Book Budget: Informational
- Use Statistics: Informational
- Capital Projects Report: Informational

#### NEW BUSINESS

1. BDLS Board Meeting Dates for 2006: (roll call vote.) **Gay moved, seconded by Brown, to approve the meeting dates for 2006 as presented. Roll call vote: Ayes 5 Nays: 0 Absent 2 Motion carried.**
2. Social Security Number Policy: **Brown moved, seconded by Ashdown, to adopt the Social Security Number Policy. Motion carried.**

#### INFORMATIONAL ITEMS

Nothing at this time.

**EXTENDED PUBLIC COMMENTS**

Comment and/or suggestion cards: Discussed.

Ashdown: Anyone going to the ABC's of Early Literacy?

Brown: Question on the Woodlands News Notes - "Can a library limit the time period that an employer or former employer has to sue the library over employment or other claims?"

**ADJOURNMENT**

**Gay moved, seconded by Ashdown, to adjourn.** Meeting adjourned at 7:30 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.