

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Central Library
3rd Floor Conference Room
February 19, 2007
6:00 P.M.

Approved
March 19, 2007

MINUTES

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

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Dorothy Cherry, President; Jack Gay, Vice President; Lynda Chan, Georgann Reppert, Patricia Kne, Bonnie Frick, Gayle Clover, Secretary.

ABSENT FOR ROLL CALL

None

ALSO PRESENT

Lynnell Eash, Branch Manager; Janice Clark, Branch Manager; Bruce Mills, Director; John Rucker, Assistant-Director; Gina Horn, Secretary; Jeanne Berg, Accounts Manager; Mary Jo Kranz.

Public: Cindy Sebald.

APPROVAL OF AGENDA:

Gay moved, supported by Frick to approve February 19th agenda with one addition under Correspondence from Carol Brown. Motion carried.

BRIEF PUBLIC COMMENTS

The proposal for the new Union Township Branch Library building has gone before the village council and it was approved to negotiate an agreement with the Dollar Store to build on the site in front of them.

APPROVAL OF MINUTES

Gay moved, supported by Reppert to approve the Minutes of January 15, 2007. Corrections noted. Motion carried.

CORRESPONDENCE

1. Carol Brown; Thank you note for the retirement plaque.

AUDIT REPORT

Dave Rumsey of Rumsey & Watkins P.C. reviewed the audit with the board.

Finances

1. Approval of Bills: 01/19/07 – 02/02/07
Gay moved, supported by Kne to approve the bills as submitted. Motion carried.
2. Finance Statement: (placed on file)
3. Penal Fine: January 31, 2007 (placed on file)
4. Bronson Fiduciary Reserved Fund: (placed on file)
5. Century Bank & Trust: 01/31/07 (placed on file)
6. Kerr Donation: (placed on file)
7. Southern Michigan Bank & Trust: (placed on file)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - a. **Alganssee Branch:** Clark reported:
 - ~ Continuing 2 story hours a week, Tuesday and Wednesday at 4 P.M.
 - ~ We have received the 3 books from the 1 book 1 community. The books are being circulated and I have had to order more.
 - ~ John installed our new computers; the patrons noticed immediately and appreciate the upgrade.
 - ~ I have been ordering new books weekly for the Summer Reading Program and I have also been doing spring-cleaning.
 - ~ I have found the handicap ramp is easy to clear the snow from.
 - ~ I am working on an event for the National Library Week to raise awareness and encourage reading.
 - b. **Bronson Branch:** Eash reported:
 - ~ We had 2 movie nights, one was a No School afternoon movie, and the other was an evening pajama party. There were a total of 70 in attendance. We served popcorn and water.
 - ~ Pre-school story time has been going for 3 weeks, and will continue for another 3 weeks.
 - ~ The Winter Reading Club is ending this Thursday. There were 24 children that participated
 - ~ John came over and taught a computer workshop.
 - ~ I had a 7 year old point out that I didn't have any programs planned for 6 and 7 year olds. That is being corrected starting in March.
 - ~ March will be busy with March is Reading Month. The challenge to the community this year is 250,000 pages.
 - ~ We are also doing the "One Book One Community" we will be holding two book discussions during the month.
 - ~ Elevator Project: We applied for three (3) grants. The Friends group has a meeting tomorrow evening at 5 p.m. They are also doing a fundraiser, selling scented candles.
 - c. **Coldwater Central:** Berg reports:
 - ~ Continuing with Story-time.
 - ~ We had a Grandparents Day on Feb.13th. The grandparents and children each cutout the size of their hands and we put them in a card that they made together and discussed how things were when the grandparents where little. We took pictures of the grandparents and their grandchildren together. It turned out really well.
 - d. **Coldwater Public Library:** Mills reported
 - ~ Minutes from January meeting on file.
 - ~ The first week in March the Holbrook Heritage Room will be having a workshop on how to construct a Heritage Album.
 - ~ The papers haven't been sent out for microfilming yet due to the weather, however it should be done before the next meeting.
 - e. **Quincy Branch:** Kranz reports:
 - ~ We request that the board approve the purchase of a new cordless phone with an answering machine and a crosscut paper shredder. **Moved by Chan, supported by Reppert to approve the purchase of a crosscut paper shredder and a cordless phone with answering machine from Quincy's Capital account. Motion carried.**
 - ~ Story hour has been going well with about 20 children in attendance.
 - ~ We held a winter picnic with the children and read Groundhog Stays Up Late.
 - ~ We had a fun Valentine's Day party.
 - ~ The local teens have been behaving well lately. They are taking their cell phones out to the entry way or outside when weather permits.

- ~ Quincy has had a Winter Bla's Contest for the adults. A winner will be chosen from those 18 and older who have read 10 books in the given period and will receive a basket with a scarf, ear wrap, book, and some chocolate which was purchased from the Friends' fund.
- ~ The Friends group will be meeting in April and mourn the loss of Mary Ellen Gilchrest. She has been a long time member of the Friends. The library has received donations in her name.
- ~ Frank Frick will be leading the book discussion in March. He was very much enjoyed last year, so we are spreading the news that he will be leading the discussion again this year.
- ~ We would like to thank Jeanne for ordering the books and getting them bar coded so quickly and Ruth Omlor for putting together the flyers and bookmarks.

f. **Sherwood Branch:** Eash reports:

- ~ We held a Pajama Party and had 12 children attend.
- ~ We are having a Family Film Night planned for this Friday.
- ~ Held a Teen Club Valentine Party.
- ~ Gina had a great idea to hold a monthly scrap-booking day on the first Saturday of each month. It runs from 12-4 and they bring their own supplies and a snack to share. This will run through May.
- ~ We have received the multi-media rack, coat rack and mats. All are in use and appreciated.
- ~ March is Reading Month challenge will be 10,000 pages. We will hold one book discussion to go along with the "One Book One Community".

g. **Union Township Branch:** Mills reports:

- ~ Saturday, February 10, fourteen people attended a Valentine story and craft time. Rebecca Dodge was our instructor.
- ~ This Saturday, Feb 24, we will be having Gene Wasserman of the Michigan Bluebird Society doing a workshop and showing us how to build nest boxes from kits. The Friends of the Library is sponsoring this event at the Fire Hall. One box per family is free. Additional boxes will be available for purchase. The starting time is 10:00 a.m. for this parent /child activity. Registration is required. This is our second year to have Gene.
- ~ March 3 at 9:30 a.m. we will be painting flower pots and planting bulbs in them. Shelly Lindsay is our instructor. This is another parent/child activity
- ~ April 11 at 11a.m. Putnam Funeral Home will give a presentation to adults.
- ~ April 21, 10-4 p.m. we will again host an American Red Cross Babysitting Clinic. Ages 11-15 are able to participate. This is sponsored by the "Friends" and Branch District Library to keep the cost down for the participants.
- ~ Cans are being placed around town at various businesses for donations to the new library. Nearly 20 book bags have been sold with proceeds also going into the Building Fund. Ben Chard spoke at the Village Council Meeting last week about securing the "Green Space" near the Family Dollar. This is the site the Focus Committee and the Township chose to pursue for building the new library.

2. Building Committee: Did not meet.
3. Ad-Hoc Committee: (Children's Services Committee) Did not meet.
4. Personnel Committee: Did not meet.
5. Finance Committee: Did not meet.
6. Technology Committee: Did not meet.

7. **Director's Report:** February, 2007
- ~ We have decided to add the Dear Reader service to the things we offer to our patrons. More information enclosed in Board packet.
 - ~ Still getting returns from the Fund Raising Letter.
 - ~ March Is Reading Month book discussion- we are getting ready to get things out to the news media this week. I have received a call from Julia Alvarez's literacy agent who sent me additional information. I was also contacted by Plume books. Bronson has offered their facility for a final book discussion after the library is closed. Eash has found contacts in Bronson that are willing to share native recipes for our last discussion. I am checking into possibly doing a teleconference with the author.
 - ~ We are already included in the listing for the East Chicago Street Historic District.
8. **Automation Report:** February, 2007
- ~ Report on file.
 - ~ **Motion made by Chan, supported by Frick to approve the purchase of 4 color laser printers (HP 3600n) with a 3-year next-day service warranty (\$3,660.38); in addition reimburse Quincy's capital fund (\$599) for the color printer they purchased last year, all to come from the Automation budget. Motion carried.**

9. Statistical Reports:

- Book Budget: 2007 – informational
- Monthly Statistical Report: February 2007 – informational
- Capital Projects: informational

NEW BUSINESS

None.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Motion to adjourn made by Gay supported by Kne. Motion Carried.

Meeting adjourned at 7:17 p.m.

Respectfully submitted:

Gayle Clover

BDLS Board Secretary

Gina Horn, 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 week's notice to the Branch District Library System by writing or calling the following: Branch District Library System, 10 E. Chicago St., Coldwater, MI 49036 – (517) 278-2341