

10 E. Chicago Street – Coldwater, MI 49036

Branch District Library System

Quincy Branch  
11 N. Main  
Quincy, MI 49082

August 20, 2007  
6:00 P.M.

**MINUTES**

President Cherry called the meeting to order at 6:03 P.M.

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

None.

**ALSO PRESENT**

Bruce Mills, Director; John Rucker, Assistant Director; Lynnell Eash, Bronson / Sherwood Branch Manager; Lisa Woods, Quincy Branch Manager; Sandy Patterson, Union Branch Clerk; Gina Horn, Secretary; Cindy Sebald; Bob Kne; Teddy Sinclair; Connie Karney.

**APPROVAL OF AGENDA**

**Motion made by Chan, supported by Frick, to approve the agenda for August 20, 2007.**  
**Motion carried.**

**RESOLUTION & PUBLIC HEARING ON INCREASING PROPERTY TAXES:**

**Motion made by Gay, supported by Reppert, to move the Resolution regarding Headlee Tax Millage to the September, 2007 meeting of the Branch District Library Board. Motion carried.**  
No comments from the public.

**APPROVAL OF MINUTES**

**Motion made by Kne, supported by Chan, to approve the minutes as amended. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Cindy Sebald: It is simply amazing to see the solid support from the Union City community to accomplish so much in such a short time.

**CORRESPONDENCE**

None.

**FINANCES**

1. Approval of Bills: 07/20/07, 08/03/07 & 08/17/07 **Motion made by Gay, supported by Frick, to approve the bills as submitted. Motion carried.**
2. Financial Statements: July, 2007 (Placed on file.)

3. Branch County Penal Fine: July 30, 2007 (Placed on file).
4. Hillsdale County Penal Fine: July 30, 2007 (Placed on file).
5. Bronson Fiduciary Reserve Fund: July, 2007 (Placed on file).
6. Century Bank & Trust Quarterly report: No report.
7. Kerr Donation: July 31, 2007 (Placed on file).
8. Additional Branch Expenditures Quarterly: June 30, 2007 (Placed on file).
9. Southern Michigan Bank: July, 2007 (Placed on file).

### **PENDING BUSINESS**

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

- Algansee Branch: Mills reports.
  - Algansee ended the Summer Reading Club, July 20<sup>th</sup>. The Friends of Algansee Library hosted a picnic in the library yard with pizza and punch. The Friends had games for all and gave bags to all who finished the program; which included coupons and gifts from the Friends of Branch District Library, 4-H Fair Board and McDonald's. The Algansee Friends donated a \$25.00 gift card for a drawing for the children and a movie gift basket for the adults. We had 27 children sign up for the Summer Reading Club of which 23 children finished. There were 5 teens signed up and all 5 finished. We had 15 adults sign up and all 15 finished. All of the patrons appreciated the programs and gifts.
  - We have Story Hour and craft time every Tuesday at 4:00
- Bronson Branch: Eash reports.
  - Our Summer Reading Club ended with 86 children, 8 teens and 17 adults all reaching their goal. We had about 150 Beanie Babies donated to be given out as prizes, and the Book Warehouse in Fremont, Indiana donated boxes and boxes of books and mystery kits which were given as prizes too. Anyone who completed the program went into a drawing for a grand prize.
  - The Bronson Friends held a book / bake / garage sale during the U.S. 12 Garage Sales Days. They made around \$150. They are setting up a small sale each week during the Farmers Market in Bronson.
  - We are setting up the fall schedule. We had a couple of requests for Book Discussion Groups. I am looking into starting this later in the fall and have it run through the winter months.
  - Clover gave a report on the elevator project.
    - The Bronson Friends are going to Township meetings and are still in the process of working on the handicap accessible project.
- Coldwater Branch: Rucker reports.
  - The Coldwater Summer Reading Club had a total of 655 participants: 586 Children between the ages of 2 – 12 years old; 55 teens and 14 adults. The 14 adults read 47 books total, which equals 15,000 pages. The prizes were given to the top three (3) winners.

- The Coldwater branch will be doing an educational program, teaching children to develop play skills; how to start them off reading books and then, preparation for kindergarten. This program will run all day in the meeting room Friday, August 24th.
  - We are participating in the Michigan Reads program. We will be featuring a book called Big Chicken by Leslie Helakoski. It will be the theme for Story Time and some programs for the month of September. One of our staff members, Loretta Sherfield painted a big chicken on some vinyl plastic and put it on the large window of Kids place facing Chicago street. This is sponsored by the Library Of Michigan through federal grants.
  - The Heritage Room has two upcoming workshops. On Thursday, August 30, the program is Beginning Genealogy, designed for ages 8 – 12. They will be learning some beginning genealogy. For the over 12 year old crowd, there will be a program entitled Researching in Cemeteries. They will be talking about researching in the local cemeteries as part of genealogy research. This program will be held on Saturday, September 15<sup>th</sup> from 1 to 2:30 p.m.
  - Mills reports:
    - I have noticed in the paper recently that the Coldwater Township has purchased a program to manage the township's Mason's cemetery. It includes the software to map the cemetery, as well as having future on-line capabilities and will allow headstones to be imaged. I would like to contact the township once they are familiar with this program and see if there is something we can do to get involved in this with obituaries. It would be great if the whole county could get on the same program. Nola and I feel this is very valuable in genealogy research.
- Coldwater Public Library: Mills reports.
- There were some photos that were donated to the Heritage room of the early days of Coldwater. We believe they were of the late 19<sup>th</sup> century.
- Quincy Branch: Woods reports.
- The Scholastic Book Fair had less sales than previous summers. Jennings Elementary held a Scholastic Book Fair for 3 days after school was out, offering the children \$5 worth of free books(a \$10 value because of the Buy One, Get One Free). This probably hindered our sales.
  - Joel Tacey gave a wonderful performance, but it was our smallest attendance for a program with only 19 children. Many family conflicts do occur at this time of summer though (vacations, camps, etc.).
  - We appreciate the financial support for these programs (in June we had Ronald McDonald and the Kalamazoo Nature Center). Our Friends group would not be able to fund that number of programs.
  - 186 children (preschool through high school) signed up for the Summer Reading Club. Over 80 children finished by meeting the goal and are receiving goodies bags containing the 4-H fair tickets, McDonald's coupons, a free book from the Friends and other trinkets.
  - The McDonald's sponsorship was a great thing; the bicycle was won by a little 4 year old. A middle school student won the MP3 player and 2 high school students won gift certificates for Taylor's Books & More. It was great to see the kids reading!

- Carlita Cartwright has been a tremendous help this summer, especially with the addition of a high school program and an increased number in our middle school program. Thank you for allowing her to work and letting the Advisory Board reimburse.
    - Sherwood Branch: Eash reports.
      - Summer Reading Club ended. All the prize bags were picked up before the 4-H Fair started.
      - We are trying to get the word out that the Internet is back up. It has been down for a couple of weeks, but is now fixed. Computer use has been down as a result, but should start to pick up again.
      - I am working on the fall schedule to include: Teen clubs (possibly two), Story time, Pajama and Family Film Nights and special adult workshops. I hope to continue with the Saturday scrapbooking also.
    - Union Township Branch: Patterson reports.
      - Thank you for your consideration of two (2) additional paid hours per week for each of us. We worked an additional 35 hours last month.
      - The Car Show & Cruise last Thursday brought in around \$1,000. Along with the adult program we had games for the children: mini car race, mini duck pond, a frisbee toss into the race car tires, coloring sheets, and race car driver, Jim Swain, explained about his car and equipment. Each child received a “goody bag” filled with various things from companies. Dave Argabright, author & speaker, spoke in the evening to the adults.
      - The bake sale was held on Friday, raised \$357.
      - Jacks IGA cookout in July raised \$1,145.
      - Brunch at the Broadway raised \$1,184.
      - The Golf Outing raised a net of \$2,311.
      - During the Summer Reading we presented a Hacky Sac program, which the kids enjoyed and 83 attended at the middle school.
      - The ending party was also held at the Middle School with 105 attending. Community Unlimited supplied lunch and games, after which prizes were handed out. The top reader in each of the three divisions received a \$20 gift certificate from Taylor's Books & More. The next five in each group received T-shirts. Three bicycles were given away by drawing.
      - In only a few short months, the community has raised \$100,000 to receive the matching grant. We currently stand at \$253,222.61 (Plus the car show & bake sale). An architect's vision of a potential building has been submitted for approval. Finance Committee and Village gave 100% backing for this building including a basement, with the Township's approval also.
  - 2. Building Committee: Did not meet.
  - 3. Ad-Hoc Committee (Children's Service Committee): Did not meet.
  - 4. Personnel Committee: Did not meet.
  - 5. Finance Committee: August 9, 2007
    - Gay reports.
      - We discussed the Endowment Fund as recommended by Rumsey & Watkins during the annual audit. The committee has some questions about the budget that was proposed and hope to have a final proposal for the September meeting.
  - 6. Technology Committee / Children's Internet Protection Act: Did not meet.
7. Director's report: Mills reports.

- Report on file.
- 8. Automation Report: Rucker reports.
  - Report on file.

**Motion made by Chan, supported by Gay, to approve the purchase of 4 barcode scanners for a cost of approximately \$1,228. Motion carried.**

**Motion made by Gay, supported by Frick, to approve the purchase of 4 software packages for staff computers at a cost of \$4,200. Motion carried.**

**Motion made by Frick, supported by Reppert, to approve the draft Freedom of Information act policy. Motion carried.**

**Motion made by Gay, supported by Chan, to adopt the policy for Responding to Requests from Law Enforcement Officials. Gay amended the motion, supported by Chan, to include that the Branch District Library shall provide an annual training program of all library staff on the policy. Motion carried.**

- 9. Statistical Reports
  - Book Budget: 2007 Placed on file.
  - Monthly Statistical Report: July 2007 (Placed on file.)
  - Capital Projects: July 2007 (Placed on file.)

**NEW BUSINESS**

None.

**INFORMATION ITEMS**

None.

**EXTENDED PUBLIC COMMENTS:**

None.

**ADJOURNMENT:**

**Motion made by Gay, supported by Chan, to adjourn the meeting at 7:45 p.m. Motion carried, meeting adjourned.**

Respectfully submitted:



Gayle Clover  
BDLS Board Secretary

Gina Horn, Recording Secretary

The Branch District Library System will provide necessary reasonable axillary 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.