

Approved
10/15/2007

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

Sherwood Branch
118 E. Sherman St.
Sherwood, MI 49089

September 17, 2007
6:00 P.M.

MINUTES

Vice President Gay called the meeting to order at 6:00 P.M.

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Jack Gay, Vice President; Georgann Reppert; Patricia Kne; Bonnie Frick; Lynda Chan.

ABSENT FOR ROLL CALL

Dorothy Cherry (excused), Gayle Clover (excused).

ALSO PRESENT

Bruce Mills, Director; John Rucker, Assistant Director; Cindy Sebald, Mary Jo Kranz, Bob Kne, Lynnell Eash, Bronson / Sherwood Branch Manager; Pat Kaniewski, Union Township Branch Manager; Jeanne Berg, Bookkeeper.

APPROVAL OF AGENDA

Additions to New Business: BDLS credit card application; Woodland's Excellence Award application. **Motion made by Frick, supported by Kne, to approve the agenda for September 17, 2007 with additions. Motion carried.**

APPROVAL OF RESOLUTION ON INCREASING PROPERTY TAXES:

Motion made by Frick, supported by Chan to approve the resolution on increasing property taxes (Headlee Amendment). Roll call vote;

Ayes: 5 Nays:0 Absent: 2 Motion carried.

BRIEF PUBLIC COMMENTS

Sebald reports: The architects have concerns with the proposed site. The building committee is working on these issues. There is still much work to do before building can begin.

APPROVAL OF MINUTES:

Motion made by Frick, supported by Chan to approve the minutes of August 20, 2007 with corrections. Motion carried.

CORRESPONDENCE:

None.

FINANCES:

1. Approval of Bills: August 31, 2007 & September 14, 2007. **Motion made by Chan, supported by Kne, to approve the bills as submitted. Motion carried.**
2. Financial Statements: August 2007 (Placed on file.)
3. Branch County Penal Fine Chart: August 30, 2007 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: August 2007 (Placed on file.)
5. Century Bank & Trust: (Placed on file.)
6. Kerr Donation: August 2007 (Placed on file.)
7. Southern Michigan Bank: August 2007 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - ✓ Alganssee Branch: No report.
 - ✓ Bronson Branch: Eash reports.
 - Activity fliers are made up. Thanks again to John for the purchase of the new digital camera so that we can have the colored brochures. I have added pictures to the brochures of past parties and activities, as it helps draw attention to the brochures and creates more interest.
 - We have added a Teen Club at Bronson. This will be our first one coming up.
 - We have changed the Preschool story time to Friday's Tales.
 - We had a Family Film Night last Friday night. We showed How to Eat Fried Worms. It was a very good movie.
 - Last month our attendance was up 628 over the previous year.
 - We had over 900 people using the Internet last month, which is up 331 from a year ago. During the time right before school started, we pulled the sign in sheet for the computers behind the desk and made sure there were no repeated names. We figured if each of the computers were used for it's full time allotted, we could have as many as 60 users. We did have days where we had 56 people signed onto the computers.
 - The circulation was down 218 for last month. We haven't been able to figure it out, since we were so busy with patrons at all times.
 - Bill Jamerson will be coming to do another program for us. We had him do a program last year and people were really pleased with it.
 - Request from Capital Improvement for a Video Cart (like Sherwood has). **Motion made by Reppert, supported by Frick to approve up to \$400 out of Capital funds for a new Video cart. Motion carried.**
 - ✓ Coldwater Central Branch: Berg reports.

- Post Office will be doing an E-bay presentation October 4th from 2 – 4 p.m. and 6 – 8 p.m. Helena Hayes, our Adult Services Librarian will be working with the Post Office.
 - Helena is also starting to weed the reference area, getting it up to date and replacing material with what money she has left in the budget for the year.
 - Kids Place is continuing with the Michigan Reads – The book Big Chicken is featured and we will continue that program through the month of September.
 - Ruth is continuing to do the After School program that we started in the summer time. This will continue throughout the school year for kids the ages of 12 to 16 on Wednesdays from 3 to 4 p.m.
The program is kid driven so we can do some of the things they like to do. We have scheduled board games, book read, crafts for the Senior Citizens, Mystery night and Donkey Konga & Mario Kart. We also are available to help with homework if they are struggling and encourage peer tutoring.
 - We have started a massive weeding project in Kids Place. In the past we have weeded a section at a time. This time however we are weeding the entire collection.
 - Bill Jamerson will be coming in October to do his program
- ✓ Coldwater Public Library (Holbrook Heritage Room): August meeting
- The Heritage room will be sponsoring the program in October by Bill Jamerson.
 - Minutes from August meeting are on file.
- ✓ Quincy Branch: Kranz reports.
- Our computer use is fairly constant throughout the day. The monthly use was 570 patrons and our monthly attendance is 1,498.
 - We have a request for a typewriter out of Capital funds. **Motion made by Chan, supported by Kne to approve up to \$150 for a typewriter out of Capital funds for the Quincy branch. Motion carried.**
 - The Advisory board had a very interesting presentation last Wednesday. We have a showcase, which is filled with Civil War items donated by Mr. Bennett. Mr. Howard Streeter came in and gave us recommendations for preservation of the items in the case. He told us that the flags were very rare and are falling apart. If we leave them hanging there, within 20 years they will be gone. It is recommended that we take them out of the current showcase and lay them flat. The other items in there could be restored. What was so interesting about Quincy's collection is that they have the leather bound complete roster of the infantry and the flags are not battle flags, but post flags instead. Mr. Streeter said he didn't know of any other town in the U.S. that had all three things of the Civil War era.

Because of the size and weight of the current case and the valuable items inside the case, a contractor will need to be hired to assist with this project. At this time we are looking at options and will have more information at a later date.

- Allen Penal fines – Discussed.
- ✓ Sherwood Branch: Eash reports.
- Brochures were handed out.
 - Preschool Story Time has been added as requested by patrons.
 - The first Saturday of the month we will be having a Scrapbooking class from 12 to 4 p.m.
 - We have either Family Film Night or Pajama Parties scheduled. Our first movie will be Zoom this Friday.
 - We are including 12 year olds in our Teen Club.
 - The American Girls Club is from 6 to 7 p.m. for ages 6 to 12.
- ✓ Union Twp. Branch: Kaniewski reports.
- The Finance Committee is having a silent auction. The highest bidder will be revealed on Heritage day.
 - The car show brought in \$872.57.
 - The bake sale brought in \$357.
 - Heritage Day on October 6th held in Union City will have a number of sales booths around town. We will have a book sale at the Library.
 - Going into the building fund will be popcorn and water sales.
 - There are several donated items to be sold at the Heritage Days.
 - We recently had an anonymous donor add \$100,000 to the building fund to bring the total to over \$350,000.
 - We are planning 2 – 4 year old Story Time.
 - We have had a 10% increase in attendance. We had 1,540 patrons last month. We are seeing many new faces.
 - Marv Carman would like to speak to the board next month to explain to the board what is going on with the building progress.
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: Approval of Endowment Fund Budget.
Motion made by Frick, supported by Reppert to approve of the Endowment Fund Budget. Motion Carried.
 6. Technology Committee / Children’s Internet Protection Act: Did not meet.

7. Director's Report: Placed on file.
8. Automation Report: Placed on file. **Motion made by Frick, supported by Chan, to approve \$606 from the Capital Automation fund to be spent on equipment so that Alganssee and Sherwood branches will be ready for high speed internet when it becomes available. Motion carried.**
9. Statistical Reports:
 - Book Budget: Placed on file.
 - Monthly Statistical Report: Placed on file.
 - Capital Projects: Placed on file.

NEW BUSINESS

1. BDLS Board Meeting Dates for 2008: **Motion made by Reppert, supported by Chan to approve the proposed 2008 meeting dates of the Branch District Library Board. Roll call vote: Ayes: 5 Nays: 0 Absent: 2 Motion carried.**
2. BDLS Closing Dates for 2008: **Motion made by Chan, supported by Frick to approve the proposed 2008 library closing dates. Motion carried.**
3. BDLS Credit Card Application: Discussed. **Motion made by Frick, supported by Chan, to table the Credit Card Application until next month's meeting. Motion carried.**
4. Woodlands Excellence Award Application: Frick reports.
 - The Library of Michigan Foundation has announced nominations for the State Librarians Excellence Award and is now in it's 7th year. They give a cash award to a Michigan library that best exemplifies excellence in customer service. The nomination process requires libraries to demonstrate that they provide innovative and superior services to customers in a cost effective manner and with a can do attitude. This may be something we would like to look into for next year. Discussed.

INFORMATIONAL ITEMS

None.

EXTENDED PUBLIC COMMENTS

Eash: Reminder that Algansee and Sherwood will be doing a walnut drive once again. They can be dropped at Sherwood library (they must be bagged) or at Algansee library. If anyone would like to donate walnuts please contact Lynnell Eash or Jan Clark.

ADJOURNMENT

Motion made by Chan, supported by Kne to adjourn the meeting at 7:25 p.m.
Motion carried, meeting adjourned.

Respectfully submitted:

BDLS Board Acting 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.