

Approved

November 19, 2007

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

Union Twp. Branch District Library System
221 N. Broadway
Union City, Mi 49094

October 15, 2007
6:00 p.m.

MINUTES

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

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

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

ABSENT FOR ROLL CALL

Jack Gay (excused).

ALSO PRESENT

Bruce Mills, Director; Lynnell Eash, Bronson / Sherwood Branch Manager; Pat Kaniewski, Union Twp. Branch Manager; Sandra Patterson; Cindy Sebald; Mary Jo Kranz; Bob Kne; Gina Horn, BDLS Secretary; Members of the Union Twp. Board; Members of the Friends Building Committee.

APPROVAL OF AGENDA

Motion made by Clover to approve the agenda with correction, supported by Reppert. Motion carried.

BRIEF PUBLIC COMMENTS

Mr. Carmen, representing the Union Twp. Focus Committee: Progress on the new library building for Union Township is going quite well as far as money raising. We are working out the numbers as far as the actual cost of the construction and site preparation. The newspaper has done an excellent job on reporting of the many fundraising projects. All of the people on the committees have worked extremely hard to see that our goals are met. The support from the community has been more than we could have hoped for. We are still researching the site and are waiting for final approval, which takes time.

Ms. Sebald, Interim Building Chair: We cannot say for certain where the new library building will be until we get soil samples of the proposed site. The building committee would prefer to put the money into the building and not site preparation. This will be a slow process in order to make sure everything is done right.

APPROVAL OF MINUTES

Motion made by Clover, supported by Reppert, to approve the minutes for the September 17, 2007 meeting as amended. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of bills: September 28 & October 12, 2007 **Motion made by Kne, supported by Frick, to approve the bills as submitted. Motion carried.**
2. Financial statements: September 2007 (Placed on file).
3. Branch County Penal Fine Chart: September 2007 (Placed on file).
4. Bronson Fiduciary Reserve Fund: September 2007 (Placed on file).
5. Kerr Donation: September 2007 (Placed on file).

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - a. Algansee Branch: Mills reports.
 - Story and craft time for children have included Fall and Halloween decorations for the library. This takes place every Tuesday at 4:00 p.m.
 - The Friends of Algansee Library have planned a great Halloween party at the library on October 27th. There will be lots of treats, cider and doughnuts. Everyone is welcome to join us!
 - We are still taking walnuts! Patrons have been bringing them to the library and the Friends of the library have been collecting them from people that are unable to bring them in. You may see Jan Clark and the Friends of the Library on the side of the country roads gathering nuts.
 - b. Bronson Branch: Eash reports.
 - Our programs have been going great. We had 4 teens at our first ever Teen Club.
 - Our Pre-school Friday Tales have been averaging 19 kids.
 - There were 12 girls at the American Girls Club.
 - There were 2 tours of 2nd graders that came through the library. Quite a few children came in after school that day with their parents to sign up for library cards.
 - Bill Jamerson, who is a singer, story teller and now an author, was at the library this past Tuesday for a program. We had 19 in attendance.
 - Bill has written a book called "Big Shoulders". It is about the CCC here in Michigan. He also has a movie, called Camp Forgotten. Bronson and Sherwood branches each have a copy of the movie.

- We have received two (2) donations for the Bronson library. One was in Memory of Kip Adamson. It was requested that this donation go towards the elevator project. The second donation was from Irene Brown's trust fund.
Motion made by Chan, supported by Clover, to approve an additional \$87.30 for the shipping on the video rack previously approved for purchase at the Bronson branch. Motion carried.
- c. Coldwater Central Branch: Mills reports.
- The post office sponsored two workshops on ebay. The afternoon workshop had 40 attending and the evening workshop had 35 people attend.
 - The Bill Jamerson program did not have the attendance we were hoping for.
 - John and Helena are working on a way to increase attendance to the adult workshops and programs.
 - **Motion made by Clover, supported by Reppert, to approve the expenditure of \$1,041.98 plus any additional shipping and handling from Coldwater Central Capital Improvement fund for the purchase of two(2) desks, two (2) "No Smoking" signs, and desk chair. Motion carried.**
- d. Coldwater Public Library (Holbrook Heritage Room): September meeting. (Minutes on file.)
- e. Quincy Branch: Kranz reports.
- Star Glass (of Battle Creek) arrived the same day we called to inspect a leak in the office window.
 - 2 statues are in place in the Children's room. These are plated in memory of Gerald Smith.
 - Story hour coincided last week with the Michigan One State, One Book "Big Chickens" program. Our Friday morning Story Hours run with at least 12 children.
 - Bill Jamerson spoke at the Quincy branch on October 9th to a crowd of 25 adults and children. It was a very delightful and informative presentation.
 - This week we will celebrate Teen Read Week. Each teen receives a mini candy bar when checking out an item. We do have many teens using our library. Circulation for the Young Adult area is over 300 items per month.
 - We are finally caught up on replacing Quincy High School yearbooks for our Genealogy / Reference area. The high school has helped in finding missing issues. A plea will be made in the next (January) Friends newsletter, asking for any QHS yearbooks older than 1946.

f. Sherwood Branch: Eash reports.

- Walnut drive update:
 - We took our first load this past Saturday. It weighed 1,150 pounds, so we made \$138. There isn't nearly as many nuts on the ground as there were in past few years.
- We have had DVDs stolen from Sherwood library (and Bronson). They take the DVD out of the case and put the empty case back on the shelf or behind books and walk out with the DVD. Because of this we have had to pull the DVDs from their cases and put them behind the desk in hanging files (the same way Coldwater Central handles their DVD collection). At the Bronson branch, the police were contacted. There wasn't an official report made, but the officer did come into the library and made sure the kids knew that the police are aware of the problem and will be watching.
- We are having a movie night at Sherwood next Friday and will be showing "Surf's up".

g. Union Twp. Branch: Kaniewski reports

- We had our first Toddler Time last Tuesday, continuing each Tuesday through November 13th from 11 – 11:30 a.m.
- Heritage Day happenings: (Building Fund)
 - Bake sale = \$122
 - Popcorn / Water = \$77
 - Silent Auction = \$411 (there are still a few outstanding items, so the total will change).
- Book sales for programing = \$80

1. Marve Carman:

- Naming of the new Union Township library building.
Motion made by Clover, supported by Kne, to enter into a letter of understanding to show that the Library Board agrees to the use of Lucille E. Dearth's name for the Union Township branch library and this is a condition of her pledge. Motion carried.

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 / Children's Internet Protection Act: Did not meet
7. Director's Report: September/October 2007 (on file).
 - Finance Committee Meeting: Meeting date changed to November 1st.
8. Automation Report: September/October 2007 (on file).

- Request for video camera, tripod and receipt printer – **Motion made by Reppert, supported by Frick, to approve the purchase of a basic digital video camera and tripod for \$200 also to include \$325 for an automation check-out receipt printer to come from the Automation account. Motion carried.**
- 9. Statistical Reports:
 - Book Budget: 2007 (placed on file).
 - Monthly Statistical Report: September 2007 (placed on file).
 - Capital Projects: September 2007 (placed on file).
- 10. BDLS Credit Card Application:
 - **Motion made by Chan, supported by Frick, to process a Branch District Library System credit card application through Century Bank & Trust, for up to \$3,000 in credit, with Bruce Mills and John Rucker being the people authorized to use the card, subject to the board policy on expenditures. Motion carried.**

NEW BUSINESS

1. Expiring Board Terms: Discussed.

INFORMATIONAL ITEMS

Patron Feedback: None.

EXTENDED PUBLIC COMMENTS

The Board expresses its appreciation of how hard the Union City residents and Township residents have worked to make the dream of a new library into a reality.

ADJOURNMENT

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

Respectfully submitted:



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.