

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

**December 15, 2008  
6:00 P.M.**

**Minutes**

President, Dorothy Cherry called the meeting of the Branch District Library Board to order at 6:00 p.m.

**Present for Roll Call**

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

**Absent for Roll Call**

Jack Gay (excused)

**ALSO PRESENT**

Bruce Mills, Director; Jeanne Berg, Bookkeeper / Kids Place Librarian; Gina Horn, BDL Secretary; Lynnell Eash, Bronson Branch Manager; John Rucker, Assistant Director; Cindy Sebald.

**APPROVAL OF AGENDA**

**Motion made by Reppert, supported by Kne, to approve the agenda as submitted.  
Motion carried.**

**BRIEF PUBLIC COMMENTS**

Sebald reports: There is over \$437,000 in safe deposits as of November 30, 2008. The meeting between the Friends of the Library representatives and the Township representatives went well. They are hoping to have a recommendation to come back to each group with.

At the Building Committee Meeting, the construction manager came with an update of the cost of the project, which is now \$531,000 for the for the building as planned on the Heritage Park site. The increase in cost, is due to the parking requirement, a 3% performance bond as well as the rising cost of materials such as cement. There are also unresolved EPA issues with the Heritage Park site. It was decided by the Building Committee that they may be able to save some costs if they would reconsider some of the previously proposed sites. It was agreed upon that the lower level of the building will have to be eliminated. The Cemetery site was discussed as a possible site for the new building, however there are complications with county and township lines.

**APPROVAL OF MINUTES**

Motion made by Chan, supported by Frick, to approve the minutes of November 17, 2008 as corrected. Motion carried.

## CORRESPONDENCE

None.

## Finances

1. Approval of Bills: 11/21/08 & 12/05/08. **Motion made by Clover, supported by Reppert, to approve the bills as submitted. Motion carried.**
2. Financial Report: November, 2008 and 2007 (Placed on file.)
3. Branch County Penal Fine Chart: November, 2008 (Placed on file.)
4. Kerr Funds: November, 2008 (Placed on file.)
5. Bronson Fiduciary Reserve Fund: November 2008 (Placed on file.)

## PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
  1. Alganssee Branch: Mills reports.
    1. The library is full of Christmas decorations from story-time crafters and patrons.
    2. The Friends group is selling black walnut meats. Six bags of walnuts were dropped off after the walnut drive. Ron & Ann Ewers are cracking and drying the meats to help the friends group.
    3. After Christmas Branch Manager Clark will start weeding the collection and getting ready for a fresh start.
    4. As always, Story Hour is every Tuesday at 4:00 p.m..
  2. Bronson Branch: Eash reports.
    1. This week we are ending our programs for 2008 and will restart programming the beginning of January 2009.
    2. Things have been ordered for 2009 and we are working on the programming for January – March of 2009.
    3. The fax machine we requested last month is up and running and patrons are happy.
    4. We talked to National Bank and will talk to two more banks about the elevator project. The plan is to continue with fundraisers in hopes that we won't have to borrow. The architect said after Christmas he should have an update on the final cost of the project. We would like to break ground as soon as it thaws.
  3. Coldwater Central Branch: Mills reports.
    1. A capital request for a new copier to replace the one on the Reference floor for the public to use. A model was presented to the board, however the board felt that particular copier would not have capacity to handle the volume we need. Mills agreed to search for a heavy duty copier and present it to the board at the next meeting.
    2. A report from Nola Baker who is heading up the Staff Room remodel – The staff has voted on a new color for a counter top. The counter top will be purchased from Keene Discount in Union City, for \$325. We are also looking at new table and chairs. Nola has contacted Wilber's Furniture and Longstreet's in Coldwater.

4. Coldwater Public Library (Holbrook Heritage Room): Mills Reports.

1. The Buseum turned out to be a popular program, so they are making arrangements to schedule it again for the spring.

5. Quincy Branch: Krantz reports.

1. The Quincy library participated in National Gaming Day on November 15<sup>th</sup>. Lots of people were there playing games on the computers, along with chess, checkers, Picturika! and other board games.
2. The Detroit Institute of Arts is confident that our first silk GAR flag will be returned to us by January restored, mounted and framed.
3. Local artist, Marni Szafranski who volunteered to help this past summer, made crafts with the children at Story Hour last Friday for the Christmas Party.
4. We would like to thank John for his efforts with Evergreen reports. John made the reports very useable for the Branch Managers and staff.
5. John also provided computer classes to teach patrons how to convert audio cassette tapes or LP's to CD's. Patrons appreciated the class that was offered and interest is gaining for the January class, which is working with old photos. This class is on January 17<sup>th</sup> from 9:30 – 11:30 a.m.
6. We had a visit from Pete Baldwin, who is constructing our cases for the swords and muskets. The cases are made out of a beautiful oak. He is getting the glass for them and has donated his labor as well as materials. These cases should be ready shortly.
7. We are pursuing more grants for our flags.

6. Sherwood Branch: Horn reports.

1. Two weeks ago the furnace at the Sherwood library quit and has since been repaired.
2. I went to the Sherwood Township Board to inquire if they would be interested in putting up a wireless tower. They were interested and would like to hear more. I plan on attending their January meeting with Bruce Mills to answer questions.
3. Things are starting to slow down a little bit, possibly due to the weather.
4. We are getting lots of donations for the food pantry.
5. We have ordered items for the Summer Reading Program.
6. Weeding of the collection will be started soon.

7. Union Township Branch: Mills reports.

1. On Saturday, December 6<sup>th</sup> Union Twp. Library offered three different crafts for the children to choose from. We are continuing our first Saturday of the month program, in hopes to get people to remember that there is something going on, for the first Saturday.
2. Our second order of T-shirts with Patricia Palocco's book cover from the *Lemon-aide Stand* has arrived for Christmas gifts. The proceeds are going toward the building fund.
3. We have a *Toys for Tots* box available for new toy drop off until December 20<sup>th</sup>. Helena Hayes is responsible for getting this program going for us.

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: (Placed on file.)

**1. Motion made by Clover, supported by Reppert, to authorize the expenditure of up to \$20,000 to insulate those portions of the roof of the Coldwater Central building that are determined to need it, as recommended by the Building Committee. This is to come from the Coldwater Capital Improvement Funds or the other undesignated funds. Motion carried.** John Rucker checked the insulation in the attic and reported that there is approximately 18 to 24 inches of blown-in insulation in all parts of the attic except the turret. Clover will contact the construction company that is currently working on the roof to get a recommendation if more insulation is necessary and report to the board at the January meeting.

- 8. Automation report: Presented Evergreen report.
- 9. Statistical Report: 2008 (Placed on file.)
- 10. Book Budget: 2008 (Placed on file.)
- 11. Capital Projects: 2008 (Placed on file.)

### **NEW BUSINESS**

### **INFORMATIONAL ITEMS**

Patron Comments: Discussed.

### **EXTENDED PUBLIC COMMENTS**

None.

### **ADJOURNEMENT**

**Motion made by Clover, supported by Kne, to adjourn the meeting. Meeting adjourned at 7:25 p.m.**

Submitted by

Gayle Clover  
BDL 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.