

Branch District Library Board Meeting

10 E. Chicago Street
Coldwater, MI 49036
3rd Floor Meeting Room

April 20, 2009
6:00 P.M.

Minutes

Cherry calls the meeting of the Branch District Library Board to order at 6:00 P.M.

Present for roll call

Dorothy Cherry, Gayle Clover, Bonnie Frick, Pat Kne, Jack Gay

Absent for roll call

Georgann Reppert(excused), Lynda Chan (excused)

Also present

Bruce Mills, Director; Lynnell Eash, Bronson Branch Manager; Pat Kaniewski, Union Twp. Branch Manager; John Rucker, Assistant Director; Jeanne Berg, Bookkeeper/Tech Services Manager/Circulation Supervisor; Cindy Sebald

Approval of Agenda

Motion made by Gay, supported by Frick, to approve the agenda of April 20, 2009 as corrected (Date correction). Motion carried.

Brief Public Comments

Sebald reports: On April 1st she attended a meeting with Nelson Karre, (the FOL attorney), Jim Swain, Ralph Strong (representing the Union Twp board) and Kathy Madden (FOL treasurer). It was very helpful to have the township board members attend this meeting so that the attorney could explain what needed to be done and how best to put the development agreement together.

At the Township meeting, Ralph Strong went over the agreement word by word for the board and went over recommended changes to the agreement.

Sebald suggests that one of the board members occasionally go to the township meetings where the branches are located.

Cherry asked Mills to check on meeting dates and times and report at the next meeting.

APPROVAL OF MINUTES

Motion by Frick, supported by Gay, to approve the minutes of the March 16, 2009 meeting as corrected. Motion carried.

CORRESPONDENCE

None.

FINANCES

1. Approval of Bills: March 27 & April 20, 2009 **Motion made by Gay, supported by Clover to approve the bills as submitted. Motion carried.**
2. Financial Report: March 2009 (Placed on file.)
3. Branch County Penal Fine Chart: March 31, 2009 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: March 2009 (Placed on file.)
5. Branch Quarterly Report: Three months ended March 31, 2009 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Algansee Branch: Mills reports.
 1. Our patrons read 45,000 pages, a little less than Sherwood, but we all did a good job during *March is Reading* month.
 2. We gave out bookmarks for National Library Week and talked to patrons about how important libraries are.
 3. The Annual Friends of the Library gathering is Tuesday, April 21st at the Quincy library.
 4. We have had a young lady volunteering at the library doing odd jobs.
 5. As soon as the weather warms up, we will be building bird houses with adults and children.
 2. Bronson Branch: Eash reports.
 1. We had a small group attend the *One Book, One County*. We watched the movie and had snacks.
 2. We had an adult workshop, where we made stepping stones.
 3. We showed our last *Friday night movie* until the Summer Reading Program starts. There were 43 attending.
 4. We had the Puppet Workshop, but the actual puppet show will be held the first week in May.
 5. We are having a bookmark contest during *National Library Week*.
 6. The Bronson Garden Club came and cleaned out all of the flower beds around the library.
 7. The Friends have a meeting Tuesday, April 21st. They are also having a rummage sale and book sale.
 8. On May 16th the Friends are having a Nelson's Chicken BBQ and their huge book sale.
 9. Building Project: Soil borings have been done. Wednesday the Building Committee is meeting with the architect.
 10. Capital Improvement Request: Bronson would like the board to approve the purchase of a projector, DVD player, speakers and an extra bulb for \$1684.15. **Motion made by Clover supported by Gay, to spend \$1,684.15 from Bronson's Capital Improvement fund for a projector, DVD player, speakers and an extra projector bulb. Motion carried.**

3. Coldwater Central Branch: Berg reports.
 1. April is National Poetry Week and Young People's Poetry Month: Fliers were sent to the schools to encourage children to write poems and have them displayed at the library. There will be a winner from 3 different age groups. The winners will receive 2 tickets from the local movie theater and a \$10.00 gift certificate from Taylors Books & More. One of the tables in Kidsplace is covered with white paper and everyone is encouraged to create a poem on it. There is also a basket on the desk in Kidsplace for people to write poems. If they put their poem in the basket, it qualifies them for a drawing. The prizes are poetry books.
 2. Homeschool Group: For the month of April, the homeschool group is researching birds and building birdhouses. The last Wednesday of the month the children will give a report on the bird they chose to research and will share their birdhouse creations.
 3. Story Hours: We have 4 story hours for children ages 2 – 6 and lap time for little tots ages 6 months to 2 years.
 4. Tech Services: Sandy, Stephanie and Jeanne all attended a catalog training last week.
 5. Adult Services: Nola Baker has scheduled an author to visit during Michigan Week. Michigan Week is May 16 - 22nd.
 6. Staff Room Updates: The staff room has been painted and continues to be updated. Baker will be going to Longstreet's later this week to pick out table and chairs.
4. Coldwater Public Library (Holbrook Heritage Room) March 2009 minutes (Placed on file).
5. Quincy Branch: Frick reports.
 1. Mid-West Fire Protection serviced the fire extinguishers.
 2. Quincy Library's Annual Township report was presented at the April 7 meeting.
 3. Quincy computer use is pretty constant during each day.
 4. Stevens Puppets were at Quincy during **National Library Week** – 45 attended..
 5. An Open House is being planned for Friday, May 22 during the Lincoln train festivities. The community will be invited to view our newly restored GAR flag.
 6. Central Elevator installed the two safety space guards on both elevator doors Friday, April 3.
6. Sherwood Branch: Mills reports.
 1. March is Reading month went quite well. We had challenged the Algansee branch patrons to see who could read the most pages for the month. Algansee patrons read 45,000 pages and Sherwood patrons read 46,120. The Sherwood adult patrons had their names in a drawing for a gift basket for every 500 pages they read and the children were eligible for a pizza party with Wii games. There were 8 adults that read over 5,000 pages. The winner of the gift basket was Marilee Wagar. The basket consisted of assorted chocolates and hard candy, coffee & tea, a coffee mug, a copy of Anatomy of a Murder, a crossword puzzle book and other small items.
 2. The weight-loss group is continuing to meet daily for a two mile walk as weather permits. Our total weight-loss so far is 102 pounds.

3. You may have noticed some increase in our circulation, and no doubt noticed a huge jump in the number of patrons signing up for library cards. For the second week in April, we already have 10 new patrons signed up for library cards.
7. Union Township Branch: Kne reports.
 1. The Nest Box Workshop went well and was well attended. Bat houses, wren & bluebird nest boxes were constructed.
 2. May 2 the Friends will sponsor a silk flower class for Mother's Day. Children ages 6-12 may participate.
 3. May 5th we will be closed for a school election in the building.
 4. May 11th we will be having a Friends meeting at 5:30 p.m. We will be having election of officers.
2. Building Committee: Met April 23rd. Gay reports
 1. Recommending that the board go with the bid from Willowbrook Interiors for the interior renovation of the basement, 2nd and 3rd floors (including Kidspace). The building committee members decided to go with Willowbrook because their bid was the most complete and specific as to what we requested. The carpet that is being replaced is original with the addition (30 years). Cherry states concern of carpet on the stairs showing wear and would like to find out if there is a warranty and if so, is the wear considered excessive. Mills will check on this and get back with the building committee before the next board meeting. The board also discussed having the carpet cleaned on a regular basis. **Motion made by Gay, supported by Frick to accept the bid from Willowbrook Interiors for \$66,517.45 to do the renovations throughout the Central Headquarters. Motion carried.**
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: April 20, 2009 report placed on file.
8. Automation Report: March 16, 2009 report placed on file.
 1. Book Budget: 2009
 2. Monthly Statistical Report: March 2009
 3. Capital Projects: 2009

NEW BUSINESS

INFORMATIONAL ITEMS

- Staff Meeting Minutes – March 2009

EXTENDED PUBLIC COMMENTS

Reminder from Mills, next month's meeting is at the Algansee branch.

ADJOURNMENT

Motion to adjourn made by Gay, supported by Clover. Meeting adjourned at 7:50 p.m.

Respectfully Submitted by



Gayle Clover
BDL Board Secretary

Gina Horn
BDL 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