

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

Bronson Branch District Library
207 N. Mattison
Bronson, MI 49028

June 15, 2009
6:00 p.m.

MINUTES

Vice President, LaForge called the meeting of the Branch District Library to order at 6:00 p.m.

PRESENT FOR ROLL CALL

Jack LaForge, Vice President; Gayle Clover, Secretary; Bonnie Frick; Pat Kne; Georgann Reppert; Lynda Chan.

ABSENT FOR ROLL CALL

Dorothy Cherry

ALSO PPRESENT

Bruce Mills, Director; John Rucker, Assistant Director; Lynnell Eash, Bonson Branch Manager; Gina Horn, Secretary / Sherwood Branch Manager; Amanda Yearling, BDL Clerk; members of the general public.

APPROVAL OF AGENDA

Motion made by Chan, supported by Reppert, to approve the agenda for June 15, 2009. Motion carried.

BRIEF PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Motion made by kne, supported by Frick, to approve the minutes as amended. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: May 22 & June 5, 2009 **Motion made by Kne, supported by Frick, to approve the bills as submitted. Motion carried.**
2. Financial Report: May 31, 2009 (Placed on file.)
3. Penal Fine Chart: June 2, 2009 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: 2009 (Paced on file.)
5. Glenn Barnett Fiduciary Fund: May 31, 2009 (Placed on file.)
6. Barnett Certificate of Deposit: June 3, 2009 (Placed of file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - a. Algansee Branch – Mills Reports.
 - i. We are getting started on our Summer Reading Program. We have Gordon Russ Tuesday at 1:00 at the Pine Ridge Church.
 - ii. Lots of projects are planned to be creative at our library throughout the summer.
 - iii. On Tuesday, June 23rd at 4:00, Dr. Bird Brain (Pete Stobie, from the Kalamazoo Nature Center) will present “Birds in art.”
 - iv. The Algansee Friends will have their book sale on Friday, June 19th.
 - v. The patrons appreciate the free resume’ printing. A lot of people are looking for work and find this a valuable service that the library provides.
 - b. Bronson Branch – Eash reports.
 - i. We are starting our summer program tomorrow.
 - ii. Sack Lunch Noon Movie will be on Wednesdays.
 - iii. Fridays are Preschool Story Time and in the afternoon we will have craft time.
 - iv. There are 4 special programs planned for June and July.
 - c. Coldwater Central – Mills reports
 - i. The redecoration project is complete in Kids Place. We do have a capital request for more furniture. We would like a round reading table and 10 chairs, 2 task chairs for the new circ desk, and 2 storage units, which comes to \$4434. **Motion made by Clover, supported by Frick, to approve the expenditure of \$4,434.00 plus shipping from Coldwater Capital, for 1 round reading table, ten (10) chairs, two (2) task chairs and two (2) storage units. Motion carried.**
 - d. Coldwater Public (Holbrook Heritage Room)
 - i. Report Placed on file.
 - e. Quincy Branch - Frick reports.
 - i. 50 people attended the Open House.
 - ii. Quincy Township will pay for the restoration of the second flag.
 - iii. Imagination art on Fridays at 10:00.
 - iv. One of the programs scheduled for the Summer Reading

program is Pete Stobie from the Kalamazoo Nature Center. The Pet Parade will be on July 14th.

- v. The Friends book sale was earlier this month.
 - vi. We are having heavy adult use of the computers. We are hearing that a lot of patrons have to give up their Internet service at home, due to the economy.
 - vii. Carlita Cartwright will be coming back to Quincy to help with the Summer Reading Program.
 - viii. We have a Capital request for a book cart for \$199.99 plus shipping and handling. **Motion made by Clover, supported by Frick, to approve the purchase of a book cart for \$199.99 plus shipping, from the Quincy Capital Fund. Motion carried.**
- f. Sherwood Branch – Horn reports.
- i. We started Story Hour last week and will be having it every Thursday from 4 – 5.
 - ii. We are having comedian/magician, Gordon Russ Tuesday, at 3:30. We will be kicking off our Recycled Art Contest with a guest speaker at 5:00 to talk to us about recycled art.
 - iii. We will be starting Movie Night on Tuesdays – tomorrow’s movie is “Bedtime Story.”
 - iv. We would like to request from Sherwood Capital Fund a Kidney shaped table (\$289.99 plus shipping) and 6 chairs (\$84.99 each plus shipping). **Motion by Chan, supported by Kne, to approve the purchase 1 kidney shaped table and 6 chairs from Sherwood Capital Fund for \$799.93 plus shipping and handling. Motion carried.**
 - v. In order for our patrons to be able to see the movies we play on the projector every Tuesday evening, we would like to board to approve the purchase of room darkening, insulated, cellular blinds for the windows (4) and doors (2), which will be purchased from Home Depot. **Motion made by Chan, supported by Reppert, to approve the purchase of cellular blinds for the windows and doors from the Sherwood Capital Fund, at \$128.00 per window and \$77.60 per door, and \$118.00 installation for a total of \$820.00 plus shipping. Motion carried.**
 - vi. At the end of the library day, Judy and I make sure all of the material is put away and the library is neat and tidy. However we have noticed new movies that have mysteriously disappeared from our cabinet, books are found on the floor and chairs moved to new locations. I have been able to secure the DVD’s in a locked file cabinet, but am concerned with the other material in the library being moved and possibly missing. I would like the board to approve the purchase of a motion activated surveillance system from Kendall Electric. **Motion by**

Chan, supported by Reppert, to approve the purchase of a video surveillance system from Sherwood Capital Fund for the amount of \$1166.77. Motion carried

- vii. Finally, as part of this year's summer reading program, we are asking patrons to get creative and enter contests to show case their creative talents or to reach outside of their comfort zone and try something new. One of these contests is a photography contest, and because a camera is needed to do this, and considering the hard economic times we are living in, I would like to ask the board to approve of the purchase of a digital camera and accessories in the amount of \$300. I think there are families who have a need for a camera, but do not have the funds available. To be able to borrow a camera for an event such as a graduation, birthday party or family vacation and not have to make the commitment of a purchase may be very appealing to our patrons at this time. This camera would be made available to all patrons 18 and older as an item to be checked out as a 14-day check out. The cost of \$300 would cover the camera, rechargeable batteries and charger, carrying case, USB cord and memory card. **Motion made by Frick, supported by Chan, to approve the purchase of a digital camera and necessary equipment, from Sherwood Capital for the amount of \$300.00 and will be available to the district. Motion carried.**
- g. Union Township Branch – Mills reports.
- i. Stevens Puppets preformed at Union Twp. Branch and there were 80+ in attendance.
 - ii. The Community Unlimited elementary site will be working with the Summer Reading program.
 - iii. Summer Reading began on Monday, June 8.
 - iv. Kids in the Kitchen will begin on June 24th at 10 a.m.
 - v. June 30th Dr. Bird brain will be doing a program.
2. Building Committee: Did not meet, however there was a bid that came through from Bracy & Jahr to repair/replace the bricks on the exterior of the building that are old and allowing water to enter the building. The building committee had an email conference and agrees that the bid from Bracy & Jahr be accepted. **Motion made by Clover, supported by Reppert, to accept the bid from Bracy & Jahr of \$6,350 to repair the damaged bricks on the exterior of the library and to repair the cement on the front steps of the building. Motion carried.**
3. Ad-Hoc Committee (Children's Services Committee): Did not meet.
- a. Meeting will be scheduled to discuss donation of children's books (or programs during Michigan Reads month) in memory of Lucille Dearth as suggested by BDL Board.
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: June 2009 (Placed on file.)
8. Automation report: June 10, 2009 (Placed on file.)
 - a. Request for Capital funds from the Automation account to purchase one additional network switch. **Motion made by Chan, supported by Kne, to approve the purchase of 1 additional network switch, to come from the Automation account's Capital funds for \$338.99 plus shipping and handling. Motion carried.**
9. Statistical Reports:
 - a. Book Budget: 2009 (Placed on file.)
 - b. Monthly Statistical Report: 2009 (Placed on file.)
 - c. Capital Projects: 2009 (Placed on file.)

NEW BUSINESS:

The Branch District Library Board regrets that Lucille Dearth passed before the new Lucille E. Dearth library in Union City was built. It was suggested to turn this over to the Children's Committee.

INFORMATIONAL ITEMS:

(Placed on file)

EXTENDED PUBLIC COMMENTS

ADJOURNMENT

Motion made by Clover, supported by Frick to adjourn the meeting. Meeting adjourned at 7:32 p.m.