

10 E. Chicago St., Coldwater, MI 49036

Meeting of the Branch District Library Board  
1<sup>st</sup> Floor Heritage Room

October 19, 2009

**MEETING CALLED TO ORDER**

Meeting of the Branch District Library Board is called to order at 6:00 p.m. by President Cherry.

**PRESENT FOR ROLL CALL**

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

**ABSENT FOR ROLL CALL**

Jack LaForge (excused), Gayle Clover (excused).

**ALSO PRESENT**

Bruce Mills, Director; Jeanne Berg, Circulation Supervisor / Bookkeeper / Tech Services Coordinator; Lynnell Eash, Bronson Branch Manager; Nola Baker, Coordinator of Adult Services; and other members of the public.

**APPROVAL OF THE AGENDA**

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

**BRIEF PUBLIC COMMENTS**

Marcy Kosachuk – Would like to know if the library has a policy on patron attire. Recently a patron came in with pornographic suggestions on their clothing. Young children come to the library and they should not have to be exposed to such material.

Mills – In short, we can not dictate what the public wears to the library. We do have a dress policy for our staff, but we could not do that with the public. It is against the right to free speech and we would be opening ourselves to a lawsuit. We will address it the best we can with what we are allowed to do.

Cherry – Public nudity is not permitted, but basically anything that is free expression, which could be depictions, including obscenities are a part of free speech.

**APPROVAL OF MINUTES**

**Motion by Frick, supported by Reppert, to approve the minutes as corrected of September 21, 2009. Motion carried.**

**CORRESPONDENCE**

None.

## FINANCES

1. Approval of the Bills: September 25<sup>th</sup> – October 09, 2009 **Motion made by Kne, supported by Chan, to approve the bills as submitted. Motion carried.**
2. Financial Report: September 30, 2009 & 2008
3. Penal Fine Chart: September 2009
4. Bronson Fiduciary Reserved Fund: September 2009
5. Glenn Barnett Fiduciary Fund : September 2009
6. Quarterly Branch Expenditures: July – September 2009

## PENDING BUSINESS:

1. Reports from Central & Branch Liaisons:
  1. Alganssee Branch: Mills reports.
    1. Alganssee Friends are collecting walnuts again and everything is going well.
  2. Bronson Branch – Eash reports.
    1. Eash brought photos of the construction. Things are going well and they project December as their finishing date.
    2. Two weeks ago Stephanie and her husband, along with Lynnell and her husband, moved all of the adult fiction and non-fiction books and moved shelving. We worked 6 hours on Saturday and another 8 hours on Sunday and were ready to open on Tuesday.
    3. Two new programs were started: one is called the In Between Club (for kids who are too old for Pre-School and too young for Teen Club) and is slowing growing. We also have a Movie Night for Grown-ups.
    4. Friends of the Library are having a “Make a Difference Day” this coming Saturday. They will be selling plants and bake sale items. This money goes towards books, which is really helpful this time of year, because usually the book budget is spent. They also have a volunteer who will help the children make their own books.
    5. Our Friends are selling chocolate covered nuts starting on the 24<sup>th</sup>.
    6. Jim & Lynnell Eash are helping Sherwood and Alganssee with their walnut drive. This year paying less for walnuts (\$8 per 100 pounds instead of last year's \$12 per 100 pounds.)
  3. Coldwater Central – Mills reports.
    1. You can see we have a copy of the newspaper from the Open House in Kids Place. There are several of the usual suspects along with Janet Rucker. There was a real good turnout for that.
    2. Baker reports for the Heritage Room – It is the slow season. All of our “snow-birds” have gone south for the winter.
    3. Baker also reports that Monday November 2<sup>nd</sup> from 6 to 7 p.m. the American Red Cross will be coming in to talk about the H1N1 Flu Pandemic. They will be answering questions.
    4. The 2<sup>nd</sup> floor looks fantastic with a lot more room than before and the patrons really like it. Mulders will be doing something similar to the basement as well. We will be opening the basement as soon as we are able.
  4. Coldwater Public Library (Holbrook Heritage Room) – Mills reports.
    1. We did not have a Coldwater Public Library Meeting, due to lack of a quorum.
  5. Quincy Branch – Frick reports.
    1. The light filtering blinds from J.C. Pennys look very nice on the south side of the

library. Kim Brown Construction did a great job putting them up. This should help tremendously with books fading and with some of our paintings. Mr. Brown will also be hired by the Quincy Township to refinish our front doors.

2. We also recently recognized Banned Book Week.
  3. Next week we will also recognize Teen Read Week, offering incentives for teens checking out items.
  4. The Friends of the Library will be having their fall book sale November 6<sup>th</sup> & 7<sup>th</sup>
  5. Story Hour has been full each Friday morning with at least 20 children.
  6. The Altrusa Club is coming to our library after school, November 10<sup>th</sup> for “Make a Difference Day” helping children make their own books.
  7. There is still a very high volume of computer use and the patrons are appreciating the free resumes.
  8. Recently Lisa spoke with the Quincy Rotary with an update on the library. They were quite impressed with different things that can be done and used at the library.
  9. Last month the board approved the Scan-Pro 1000 for the Quincy library. When John went to order it, he found out that the Scan-Pro 2000 model was available which was \$215 more and includes the warranty. **Motion made by Kne, supported by Reppert, to approve the additional \$215 from Quincy's Capital Improvement Fund for the purchase of the Scan-Pro 2000, which is the newer model. Motion carried.**
  10. Quincy is having a Home Tour December 5<sup>th</sup>, and the Quincy library will be on the tour. The case to hold the G.A.R. roster is finished and the roster is on display. The Federal flag will not be finished in time for the tour.
6. Sherwood Branch – No report.
  7. Union Twp. Branch – No report.
2. Building Committee: Did not meet.
  3. Ad-Hoc Committee (Plan of Service Committee): Met Monday, October 8<sup>th</sup>.
    1. The proposal presented to the board by the Plan of Service Committee states that beginning by October 1, 2010 and no later than October 1 of each subsequent year, Branch Managers, after consultation with their respective Advisory Boards, may present to the Director a plan with clear cost estimates to transfer up to 80% of the upcoming year's capital funds to cover specifically identified branch operating expenses, such as but not limited to, additional hours or additional materials and supplies. The plan must include a budget detailing the assignment of the money to the appropriate operating budget line(s). The Director shall review each Branch Manager's proposed transfer plan to verify the accuracy of the numbers included in it and the consequences of such transfer on the overall budget for the District. The Director shall report each Branch Manager's plan to the Board at its next regularly scheduled monthly meeting together with the Director's recommendation for Board action on the plan. All proposed plans shall be presented to the Branch District Library Board no later than the October Board Meeting each year, so that any proposed transfers from capital to operating can be included in the operating budget for the coming year.

No Branch or Branch Manager is required to propose any transfer from Capital Improvement to operating expense in any given year. The Branch District Library Board shall consider all proposed transfers in light of the Library's long-range plan and current budgetary consequences. Upon approval by the District Library Board, the transfer shall occur as tax dollars are received the following year, and all funds so transferred shall be expended as provided in the approved plan before the end of the year. There shall be no

carry-over from year to year for branch funds transferred from capital to operating expenses pursuant to an approved plan as described above. **Motion by Reppert, supported by Frick, to table the change to the plan of service until next month's meeting. Motion carried.**

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.)
8. Automation Report: (No report.)
9. Statistical Reports:
  1. Book Budget: September 2009
  2. Monthly Statistical Report: September 2009
  3. Capital Projects: September 30, 2009

#### **NEW BUSINESS**

- Donation letter

#### **INFORMATIONAL ITEM**

- 2010 Meeting schedule of the Branch District Library Board
- Library Closings for 2010

#### **EXTENDED PUBLIC COMMENTS**

Nola Baker introduced the student intern to the board members and explained how he is interested in joining the library world. The board wishes him the best.

#### **ADJOURNMENT**

**Motion made by Kne, supported by Frick, to adjourn the meeting.**

**Meeting adjourned at 7:20 p.m.**

Respectfully submitted

Bonnie Frick  
Acting 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