

Branch District Board Meeting
10 E. Chicago Street, Coldwater, MI 49036

3rd Floor Meeting Room

November 21, 2011
6:00 p.m.

MEETING CALLED TO ORDER

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

PRESENT FOR ROLL CALL

Dorothy Cherry, BDL President; Georgann Reppert, BDL Board Vice-President; Phil Anderson;
Bonnie Frick; Gayle Clover; Pat Kne

ABSENT

Lynda Chan

ALSO PRESENT

Bruce Mills, BDL Director; Jeanne Berg, Bookkeeper/Circulation Coordinator; Gina Horn, BDL
Secretary/Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager

APPROVAL OF AGENDA

**Motion made by Clover, supported by Reppert, to approve the agenda as corrected: Personnel
Committee met 11/14/11 and Building Committee met 11/11/11 Unfinished Business: #2
Chenoweth Roofing. Motion carried.**

BRIEF PUBLIC COMMENTS

None

GUEST SPEAKER

1. Woodlands Co-Op Director: Jim Seidl
 - a. Presented a power point on "The Library Board Rights and Responsibilities."

APPROVAL OF MINUTES

**Motion made by Clover, supported by Frick, to approve the minutes of October 17, 2011 as
corrected. Motion carried.**

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: October 21; November 04; November 18, 2011: **Motion made by Frick, supported by Anderson, to approve the bills as submitted. Motion carried.**
2. Financial Report: October 2011 & 2010 (Placed on file.)
3. Branch County Penal Fine Report: October 12, 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: October 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: October 2011 (Placed on file.)
6. Quarterly Branch Report – October 2011

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Alganssee: Mills reports.
 1. Decorated pumpkins for Halloween at the Alganssee library and took lots of pictures that are available on our website.
 2. Thanks to Erica Ewers and her parents for hauling walnuts. We made \$463.00 this year on the walnut drive.
 3. Capital Request for a portable heater from Edenpure for \$297.00 – **Motion from Anderson, supported by Reppert, to approve the Capital request for \$297.00 for a heater for the Alganssee library. Motion carried.**
 2. Bronson: Eash reports.
 1. Several programs were cancelled due to family illness.
 2. Junior Bookworms – 5 kids attend. We will meet again in January.
 3. Eash spoke at the Methodist Church Women's Group.
 4. The Friends held an Usborne book fair in basement.
 5. Friends have been holding fundraising for the new media center and were able to raise \$911 with the walnuts drive as well as selling Terry Lynn nuts; The Fazoli's spaghetti dinner raised \$422 and Make a Difference Day raised \$600 to purchase additional books.
 6. Advisory board has purchased T-shirts & book-bags for the 100th celebration.
 3. Coldwater Branch: Mills reports.
 1. Kids Place report – Placed on file.
 4. Coldwater Public Library (Holbrook Heritage Room).
 1. October 10, 2011 minutes of the CPL Board meeting (placed on file.)
 5. Quincy Branch: Wood reports by Frick.
 1. The Quincy Township had an annual inspection done by our security company, Safety Systems. All smoke alarms were also tested at that time.
 2. National Gaming Day @ your library was held 11/12/11, but not many in attendance this year. The Daily Reporter came by for pictures. (Checkers, chess, board games, card games were out on the tables, along with a plate of cookies)
 3. Story Hour has been busy and full each Friday with up to 20 people.
 4. We have had many tutors working with students, as well as individuals using the township meeting room (for interviews, etc) in our lower level. We are thankful the Township is willing to let the large meeting table be used in that quiet area.

5. Friends of the Quincy Library had a good, large book sale last week. They will also be present at “Quincy Lights” which takes place downtown Friday, December 2nd. They will be providing refreshments at the Swallow's Nest Bookstore where a Dulcimer group will be playing Christmas music. The Friends will have book bags, etc for sale, with some items (like cookbooks) pre-wrapped for the public.
6. Sherwood Branch: Horn reports.
 1. Sherwood has been partnering with *One Warm Coat*. We will be collecting coats and winter gear (gloves/mittens; hats & snow pants/snowsuits) from October 1st through December 17th. Anyone in need of warm winter wear can pick them up during library hours at the Sherwood branch. We will also be working with Putnam’s Funeral Home, the Women’s Shelter and area service clubs to make sure the coats get to families in need.
 2. Our Fancy Nancy Party was a huge hit! We had 19 children and adults come to the party. We made flower hair clips and read one of the several Fancy Nancy books from our collection and were treated to cupcakes from Jacks IGA of Union City. The girls had a wonderful time showing off their fancy feather boas; tiara’s; and “blingy” rings.
 3. Our new TV and cart arrived and is huge! The children are excited about playing Wii and watching lots of movies on our new equipment.
 4. Curtis went to Sherwood today to set up the new people counter.
 5. There was a problem with our furnace at the Sherwood branch, but the Village took care of it.
7. Union Twp Branch – Mills reports.
 1. Eight different volunteers provided at least 38 hours of volunteer services during October. Each person supported the effort to keep this branch clean and provided our patrons with shelved books, crafts, story time and painted benches outside.
 2. Stats continue to climb slowly upward; current & new patrons are enjoying our beautiful library.
 3. Friends of the Library Group are helping to fill-in many areas that Sandy and Pat are unable to get to.
 4. Friends of the Library Knitting group and local knitters provided nearly 100 washcloths from this library to be put in the Christmas Shoeboxes that Denise Yennie organizes for Branch County.
 5. Friends of the Library are selling pies during the month of November, for near Christmas delivery from a recently recommended Ohio bakery by a summer resident from Dayton. She has been an asset to the Friends & a new library patron. Please let us know how many pies you would like to order.
 6. A volunteer provided homemade cookies for craft participants on Saturday. Knitting group also met at 10 a.m.
2. Building Committee: Met November 11, 2011
 1. Clover reports – Met with a representative from CBPU and they have suggested getting bids for the areas we need fixed. We will have more information about the performance contract for the December meeting.
 3. Ad-hoc Committee (Children’s Service Committee): Did not meet.
 4. Personnel Committee: Met 11/14/11

1. Reppert reports – Mills had an inquiry about the MLS reimbursement program. That program had been rescinded some time ago and due to our current financial situation, the committee does not recommend reinstating it at this time.
2. We now have all of the Director's evaluation forms and will have a meeting to go over the evaluation and will report at the next BDL board meeting.
5. Finance Committee: Did not meet.
6. Technology Committee/Children's Internet Protection Act: Did not meet; however our Automation Librarian continues to diligently monitor the system and assures compliance.
7. Director's Report: Placed on file.
 1. Accountant RFQ – **Motion by Reppert, supported by Clover, to accept bids for accounting services for 2012. Motion carried.**
 2. Annual Report – Filed.
 3. Further Budget Cuts for 2012 – The board will take this into consideration, but is not willing at this time to cut more hours.
 4. Insurance Quote – no change.
 5. Northeast Stairwell Problems – Bracey & Jahr fixed the leak.
 6. Parking Lot Signs – We ordered new signs.
 7. Request to Revise Budget Line – **Motion by Anderson supported by Frick to reduce the penal fines from revenue side of the 2011 budget from \$320,076 to \$230,000 to be more in line with actual penal fine money received in 2011. Roll call vote: Yay: 6 Nay: 0 absent: 1 Motion carried**
 8. Willowbrook Quote for Runners on Stairs between the 1st floor and Basement – Tabled for next month.
8. Automation- Rucker reports.
 1. A Coldwater Capital Improvement request for the purchase of a TV/cart rig suitable for playing movies at the Coldwater branch. The price, including shipping, for a locking cart, 55-inch TV, DVD player, and speakers suitable to fill a large room like Kids' Place, comes to \$2,672.32. **Motion made by Frick, supported by Anderson & Kne, to approve the expenditure of \$2,672.32 from Coldwater Capital, for a locking cart, 55-inch TV, DVD player, and speakers. Motion carried.**
9. Statistical Reports
 1. Book Budget: October 2011 (Placed on file.)
 2. Monthly Statistical Reports: October 2011 (Placed on file.)
 3. Capital Projects: October 2011 (Placed on file.)

UNFINISHED BUSINESS

1. Window Dressing Bids:
 1. Willowbrook Interiors
 2. MSC Blinds
 3. Shemel's Carpet & Interiors

The board would like to table this until after we find out what is going on with the performance contract.

1. Chenoweth roofing – would like a letter stating that they have completed what they bid to do. Cherry would like the library's lawyer to write a letter. Cherry asked Horn to check on when the downspouts were replaced.

NEW BUSINESS

INFORMATIONAL ITEMS

Patron Comments

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Motion made by Anderson, supported by Clover, to adjourn the meeting.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Bonnie Frick,
BDL Secretary

Gina Horn,
Recording Secretary

The Branch District Library System will provide necessary and 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