



**Coldwater Public
Library**

10 E. Chicago St. Coldwater MI 49036

CAROLE BOLTON, President
KELLI NANTZ, Secretary
Lori Loveberry
RALPH STEVENS
JAMES TROUST

Approved
February 9, 2015

Advisory Board Regular Meeting
10 E. Chicago St., Coldwater MI 49036
Monday, January 12, 2015
4:00 PM

Minutes

President Bolton called the meeting of the Coldwater Public Library Board of Directors to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE

Attendance

Carole Bolton, CPL Board President; Kelli Nantz; Lori Loveberry; Dave Renshaw; Daniel Gordon; Evette Atkin; Gina Horn

ABSENT

James Troust (excused), Ralph Stevens (excused)

Approval of the Agenda

Motion by Nantz, supported by Loveberry, to accept the CPL agenda as with Volunteer Recognition under New Business. Motion carried.

Approval of the Minutes

Motion by Nantz, supported by Loveberry, to approve the minutes of December 8, 2014 as submitted. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Listing of Revenues: December 2014
2. Statement of Cash Flow: December 2014

Motion by Nantz, supported by Loveberry, to accept the listing of revenues and statement of cash flow. Motion carried.

PENDING BUSINESS

None

NEW BUSINESS

1. Heritage Room Report: Renshaw reports
 1. We had 2 internet requests and 10 phone requests for the month of December.
 2. With the library being open additional hours, we will need additional coverage in the Heritage room.

2. Director's Report: Atkin reports
 1. The Branch District Library, Coldwater Branch has increased hours, effective January 2, 2015 by a total of 13 hours. We are now open Monday 10am - 8pm; Tuesday through Thursday 9am - 8pm; Friday 9am - 5pm and Saturday 9am - 3pm. We have had very few people come in and ask to do research in the Heritage room after 5 pm. They are far more likely to come in early in the day.
 2. Due to the many projects we have going on and the many different people working on them, we have developed Help Tickets, so that staff can keep track of where we are on different projects. Staff and Volunteers will be trained on how to use Help Tickets.
 3. We are in the process of hiring for two different positions. One of those positions will be Head of Adult Services. This person will be available to help when needed with different things in the Heritage room. The other position we are looking to fill is the Branch Manager for Sherwood. After these two positions are filled, we will be looking at hiring a part-time bookkeeper as Jeanne is retiring the first of March. We will also be adding a part-time IT position for evenings and weekends to assist patrons with computer questions.
 4. We have received several nice donations for the Heritage Room.
3. Volunteer Recognition
 1. Volunteer luncheon will be Tuesday, April 14th.
 2. Loveberry will check with Santa Clause Publishing on a price for printed lunch bags and report at the next meeting.

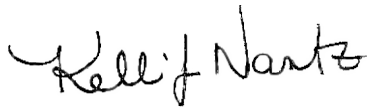
PATRONS CONCERNS & COMMENTS

None

ADJOURNMENT

The meeting of the Coldwater Public Library Advisory board is adjourned at 4:38 p.m.

Respectfully submitted



Kelli Nantz
CPL Board Secretary

Gina Horn
Recording Secretary

The Branch District Library 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 by writing or calling the following:

Branch District Library, 10 E. Chicago St., Coldwater, MI 49036
(517) 278-2341
secretary@BranchDistrictLibrary.org