



- In conjunction with the efforts of the Acting Director to go through all the old BDL board policies, Gina and I have scanned all the past board meeting minutes. I created an interface to search these files on our public website:  
[https://www.BranchDistrictLibrary.org/board\\_packets](https://www.BranchDistrictLibrary.org/board_packets)

I plan to make this interface better as time permits, but for now basic searching of past minutes and packets is available.

**Search the Minutes and Packets**

Enter a single search term or a phrase in quotes:

 

Search only board minutes  
 Search minutes AND packets (much slower)

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**Jump to a Year**

2010	2011	2012	2013	2014	2015	2016			
2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
	1991	1992	1993	1994	1995	1996	1997	1998	1999

- I have created some web forms to speed up and reduce errors during the collection of information for library card registrations. We can have patrons fill out the information on the computer, then just verify at the service desk with identification and the required documents. These forms will allow us to be more complete in the information we both seek and provide during the process, including things like asking about joining the library’s email newsletter.  
Adult: <https://www.BranchDistrictLibrary.org/apply>  
Minor: [https://www.BranchDistrictLibrary.org/apply\\_minor](https://www.BranchDistrictLibrary.org/apply_minor)  
Both forms reflect policy changes made at last month’s meeting. Paper copies will be available for those who request them. We’ll start using the forms after training at the next staff meeting.
- The BDL News email newsletter is online now, more information is available at <https://www.BranchDistrictLibrary.org/connect>
- I made some minor adjustments to the public web site to better serve our visitors on mobile devices. They make up an increasing percentage of our visitors.
- At the Coldwater Branch work continues to progress on the fire detection system, just slower than we would like. The contractors tell me the building has been more difficult to work in than they thought, plus they were called away for some time on an emergency job for the courthouse in South Bend. By the end of the week they hope to have all but the basement and part of the 1<sup>st</sup> floor finished. Programmers from Simplex should be out early next week to begin setting up the sensors to the control panel. I feel like I keep saying this, but it seems we are in the home stretch.
- Also at the Coldwater Branch, we are continuing to experience leaks on the north side of the 3<sup>rd</sup> floor when there is heavy rain. I have contacted Hoekstra roofing, who did the gutter repair for us last autumn, and they will be coming out again soon to see if they have any ideas for where to look next to eliminate these leaks.

Submitted by John Rucker