

APPROVED 3/20/2006

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
3rd Floor
February 20, 2006
6:00 P.M.**

President Dorothy Cherry called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

PRESENT FOR ROLL CALL

Dorothy Cherry, President; Gayle Clover, Secretary; Jack Gay, Vice President; and Georgann Reppert.

ABSENT FOR ROLL CALL

Carol Brown (excused); Lynda Chan (excused); Patricia Kne, (excused.)

ALSO PRESENT

Jeanne Berg; Janice Clark; Lynnell Eash; Mary Jo Kranz, Quincy Advisory Board; Bruce Mills, Director; Barbara Riegel, and John Rucker, David Rumsey, Rumsey & Watkins, P.C.

APPROVAL OF AGENDA

Reppert moved, seconded by Clover, to approve the Agenda of February 20, 2006. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Clover, to accept the Minutes of January 16, 2006. Motion carried.

CORRESPONDENCE

1. Industrial Facilities Tax Exemption Certificate: Putnam Machine Products, Inc., 35 Cecil Drive, Coldwater, MI.
2. Industrial Facilities Tax Exemption Certificate: Coldwater Products, Inc., 300 Race St., Coldwater, MI.

AUDIT REPORT

David Rumsey from Rumsey & Watkins, P.C. reviewed the 2005 audit report with the Board.

The Board has draft copies this year because we want to go over an item before we finalize the audit report to make sure the Board is aware of it and agrees with it. You should have the Audit Report plus you also have the January Statement. Penal Fines are down \$22,000. The item the Board has to decide on whether you agree with our decision or not; basically at the end of the year you transferred \$2,000 to the Capital Projects Fund to the General Fund that was for the Sherwood Rent.

****There was \$25,000 that you put in your budget, which you approved, to cover Capital Projects for automation maintenance to the General Fund in the event of a short fall. **Without transferring money from the Capital Projects Funds to the General Fund you were short by \$28,000 for the year.**

Memorials, books, salaries, utilities were discussed. January statements discussed. This year if you haven't done it in the past the Board needs to approve a budget for the special Revenue Trust Funds. Thank you Jeanne for all your help during the audit.

****Board discussed and agreed with the decision that the transfer was approved with 2006 Budget approval on 12/19/2005.**

Thank you! from the Board.

FINANCES

1. Approval of the Bills: 01/20/06; 02/03/06; 02/17/06.
Gay moved, seconded by Reppert, to approve the bills as submitted. Motion carried.
2. Financial Statement: discussed during audit report.
3. Penal Fine Chart: January 31, 2006.
4. Century Bank & Trust: 1/31/2006.
5. Southern Michigan Bank & Trust: no report.
6. Kerr Donation: no report.
7. Bronson Fiduciary Reserved Fund: no report.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a) **Algansee:** Janice Clark reported
 - ~ With help from all the staff at the library I'm still learning books and computer.
 - ~ Story Hour every Wednesdays.

- ~ Volunteers helping me with Origami, Valentines Party – Snowman Party – coloring – reading books. Four to seven children every week. Like a circus. But fun!
- ~ Hours have changed February 7th more evening hours. Same amount of hours open per week.

b) **Bronson:** Lynnell Eash reported

- ~ We have our new furnace.
- ~ We have started our new hours. We have comments already from people that are glad that we are open two night a week until 6:00 p.m.
- ~ Started pre-school story time.
- ~ Friday was no school day so we showed the movie “Valiant” did two showings. Had a good turn out for first time.
- ~ This coming Friday we have our first American Girl Club, have about 10 girls signed up for that.
- ~ So far since Carol left, I’ve been busy! I met with the Reporter, put a couple of different articles in the papers.
- ~ Carole and I met with the principals of three of the schools. Talked about what we can do this spring once the weather gets nice.
- ~ Went to the City Council and Township meetings.
- ~ We have a Friends meeting tomorrow @ 4:00 p.m.
- ~ Circulation has been up a little ☺!
- ~ If you look at the comment cards that mostly happened after we put a timer on the computers.
- ~ Other comments the kids found out about the Suggest Box.
- ~ Story Hours coming up on Saturdays.
- ~ Adult workshops being planned.
- ~ In March there is another day of no school on the 17th so we are going to do jig saw puzzles in the basement.

Gayle reported: The major thing we are working on is the handicap accessible bathroom and lift. After February 28th we gave that an option for the architect’s to get their proposals in. I have seven responses out of twenty-one. Have talked with Brand Construction and the Building Inspector and we hope to go ahead with project this summer.

c) **Coldwater Central Branch:** John Rucker reported

- ~ Tax season very busy, lots of forms going out.
- ~ Reference floor very busy with so many days with no school
- ~ “Quiet please…” signs translated – Spanish and Arabic.
- ~ A big increase in the number of tests proctored here. Tests from WMU, correspondence schools, and trucking companies.
- ~ Six week trial story hour on Saturdays for 5-10 year-olds
- ~ Summer Reading Program preparation underway: 3 programs planned, details later; McDonald’s, Library Friends, and Branch Co. Fair are sponsors.

d) **Coldwater Public Library (Holbrook Heritage Room):** Minutes of January 9, 2006.

Bruce reported: Meeting was very short. I did get word today that the Heritage Room is going to be one of the drop off sites for information about the War World II veterans. The story was in today’s paper.

Reppert reported: Discussed the application for the Grant for Microfilming.

e) **Quincy:** Mary Jo Kranz reported:

- ~ Story Hour has been in full swing with near 20 pre-schoolers. Weekly topics have been Snow Day, Mitten Day, Valentine’s Party, (everyone wore red and we discussed the color red.) Upcoming themes will be: Purple Day, and a Birthday Party for everyone.
- ~ Lisa presented the library to the NIKA Club meeting place this month. Members were able to view the portrait of Jane Baldwin, the newly dedicated children’s room and look around the library.

- ~ Two large Head Start Pre-school groups/parents visited the library and got acquainted with the Children's Room and how we care for the books.
- ~ Renee has been very busy with genealogy work. She has four intense and on-going research requests right now. These patrons are so grateful for her help. Renee is very knowledgeable in this area.
- ~ Summer Programming and planning is underway for this year's reading theme: "Paws, Claws, Scales and Tales." We plan to have great fun with our annual pet parade.

f) **Sherwood**: Lynnell Eash reported:

- ~ Went back to Sherwood last week. Going between Bronson and Sherwood now. Everyone that filled in was very helpful. I appreciate it a lot.
- ~ Circulation up! Everyone asked how did you do that, I wasn't there ☺!
- ~ I have a nice article in the Union City paper about the Sherwood library. Have new people using the library signed up for library cards. One guy says he comes thru town every other Saturday to dump his trash and will be stopping in the library.
- ~ Three girls signed up for our Teen Club.
- ~ Adult Workshop basket weaving class was a huge success.
- ~ Tomorrow evening we have the Denim Raggedy Quilts.
- ~ In March as well as for Bronson we will be doing March's Reading Month. Challenge the community to read so many pages.
- ~ Request for Capital Improvement Fund: new desk area and a chair to go with it. Total \$3,184.00 + S&H. Bring back to the Board in March.

g) **Union Twp**: Submitted by: Pat Kaniewski: Bruce reported:

- ~ Clifford visited our library on Saturday, March 11th. Only one child attended – and she was also dressed like "Clifford the Big Red Dog!" A Clifford craft was available to take home.
- ~ I am leaving for Florida tomorrow for a week's vacation.
- ~ We have our usual participants in our "Beat the Winter Blues" book read. A drawing will be held on March 17th from all adults who have checked out items.
- ~ We are making plans to participate in "One Book One Community."
- ~ A representative from the local Hammond House Museum has asked if we could display aerial photos of area farms that, at this point, have not been identified. She thought some of our patrons might be able to identify them. I have passed the info on to the township for permission.

2. **Building Committee**: Monday, February 20th. Gay reported: Some information on a bid for carpeting of kids place, we were hoping to have a bid for re-painting and/or wallpaper. All information wasn't received that we needed. If anyone has a chance to walk into kids place and you'll see that the wallpaper is coming off the walls, the carpet is in need of replacing. Also, some issues with some plaster from falling off from the ceiling around the tower area and we have a bid to get that fixed. Will be making some type of a recommendation for next month to get the carpet replaced, walls painted. I would also like to on a personal note I would like to get bids on replacing the carpet on the second floor as well. So that at that point we would have new carpet through out the whole building. Even maybe a bid for the conference room, we don't have to re-act to the bids but to know what the cost is, as how are we going to pay for it we do have some fund balances. Perhaps the Friends would be willing if they were approached. Also, include the basement area. The bid for kids place is \$12,000. We will need to get some numbers then figure out what we can do.

3. **Children's Services Committee / Ad Hoc Committee**: Did not meet.

4. **Personnel Committee**: Wednesday, February 1st. Gay reported: The committee met to approve the Bereavement Policy and there is a report in your packet on recommended change to the Personnel Manual. The committee makes the

recommendation that the Personnel Manual be changed. **Gay moved, seconded by Clover, to adopt the changes to the personnel manual on Bereavement Time. Motion carried.** .

Request: Letter of Understanding for John Rucker updated.

5. **Finance Committee:** Thursday, January 26th. “2006 Capital Fund Budget Plan Revision” **Gay moved, seconded by Clover, to amend the plan of service and the percentages set aside for automation and this is for two (2) years 2006 & 2007 as written in the amended plan of service. Motion carried.**

6. **Technology Committee/Children’s Internet Protection Act:** Did not meet.

(John Rucker, Automation Librarian is continuing to monitor Internet filters to comply with the Children’s Internet Protection Act.)

7. **Directors Report:** Mills reported:

- ~ Bronson Branch Manager Update: Lynnell Eash is the new manager of the Bronson Branch.
- ~ Capital Expense for Coldwater Branch: I would like to request approximately \$4,600 to purchase new shelving. Mulder’s Moving in Kalamazoo, they are an authorized Burroughs shelving dealer.

Gay moved, seconded by Reppert, to approve the expenditure of \$4,600.00 of Coldwater Capital Improvement money to purchase new bookshelves. Motion carried.

- ~ One Book, One Community Reading Program: The Kite Runner by Khaled Hosseini for our first selection.
- ~ Principal Shopping District: Informational.
- ~ Quincy Furnace: Informational.
- ~ Reference Copier: Will be looking at options to replace. Coin-box is the issue.
- ~ Staff Meeting: Scheduled staff meeting for Monday, February 27 @ 9:00 a.m.

8. **Automation Report:** Rucker reported on.

- ~ Discount of \$500.00 on Deep Freeze Software through the Woodlands Library Cooperative.
- ~ The workshop for video games will be in March.
- ~ Bruce and I attended the presentation for Recorded Books.

9. **Statistical Reports:** Informational items.

- Book Budget: 2006- Informational
- Use Statistics: January 2006 - Informational
- Capital Projects Report: No report due to audit.

NEW BUSINESS

1. Nothing at this time

INFORMATIONAL ITEMS

Reading room chairs coming around March 7th and 4 more chairs March 14th or so. Sherry re-doing straight chairs she did for us.

EXTENDED PUBLIC COMMENTS

Comment/Suggestion Cards:

- ~ First one was given on a paper towel!
- ~ Please address Roland Stoy comment card.

Clover: Would it be profitable to have the Union City paper copied/micro-filmed.

Mills: I will take it to the CPL Board. The entire bill for this year was \$850.00. Perhaps the BDLS board can help out with the extra cost.

Clover: \$800.00 for history it's nothing!

Mills: For CPL is it a lot.

Clover: We talked about doing the Plan of Service. Have you talked with the Managers about some of the revisions we need to have done, wording and whatever in the Plan of Service?

Mills: Yes!

Gay: Would like to discuss what we are going to do with the surplus furniture that we are accumulating in this building. We have file cabinets, those boxes of hanging files have been here since November, orange chairs now downstairs and I would like to make a motion that would allow Bruce to dispose of those items as quickly as possible and get them out of here! This will continue to sit here unless I make an issue out of it. **Gay moved, seconded by Reppert, that the surplus furniture, boxes of hanging files, filing cabinets and any other items not being used be removed by March 20, 2006 board meeting. Motion carried.**

Eash: Does Coldwater Branch have a separate Capital Improvement Fund other than what is on this chart?

Cherry: Coldwater Branch does have a separate Capital Improvement Fund.

Eash: Their Capital Improvement Fund shows a negative \$600.

Berg: Will catch up with January's report.

ADJOURNMENT

Gay moved, seconded by Clover, to adjourn. Meeting adjourned at 7:50 p.m.

Respectfully submitted:

Gayle Clover
BDLS Board Secretary

Barbara Riegel, 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 weeks' notice to the Branch District Library System, 10 East Chicago Street, Coldwater, Michigan 49036 – (517) 278-2341 or FAX (517) 279-7134.