

Approved 4/17/2006

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes
Central Library Meeting Room
3rd Floor
March 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

Carol Brown; Lynda Chan; Dorothy Cherry, President; Jack Gay, Vice President; Patricia Kne and Georgann Reppert.

ABSENT FOR ROLL CALL

Gayle Clover, (excused.)

ALSO PRESENT

Janice Clark; Lynnell Eash; Bruce Mills, Director; Barbara Riegel, and John Rucker.

APPROVAL OF AGENDA

Brown moved, seconded by Chan, to approve the Agenda of March 20, 2006. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Gay moved, seconded by Chan, to accept the Minutes of February 20, 2006 as corrected. Motion carried.

CORRESPONDENCE

1. Thank you note from Wilbur's Furniture, Inc.

FINANCES

1. Approval of the Bills: 03/03/06; 03/17/06
Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.
2. Financial Statement: December 31, 2005; January 31, 2006 & 2005; February 28, 2006 & 2005.
3. Penal Fine Chart: February 28, 2006.
4. Century Bank & Trust: 2/28/2006.
5. Southern Michigan Bank & Trust: 02/06/2006; 03/10/2006.
6. Kerr Donation: 03/08/2006.
7. Bronson Fiduciary Reserved Fund: 2005; Jan. 2006; Jan. & Feb. 2006.
8. Additional Information Branches Expenditures: December 2005 & 2004.

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a) **Algansee:** Janice Clark reported
 - ~ March is reading month – counting the pages that everyone is reading; had a good turn out for that; so far we have 27,000 pages.
 - ~ Every Wednesday we have Story Hour; we have had the rain forest; did puzzles. Every time we do a story hour we talk about the books and do crafts, made mini kites.
 - ~ *Bed hogs*, read the book, talked about the book and colored pictures.
 - ~ We had a St. Patrick's Day parade. Talked about what St. Patrick is all about.
 - ~ Friends meeting tomorrow evening. Going to discuss what we are going to do during Library Week.
 - ~ Summer Reading Program coming up.
 - ~ Been busy, done some training, every one is very helpful. ☺
 - b) **Bronson:** Lynnell Eash reported
 - ~ Held a pre-school story time and featured the book *Bed hogs* which was the Michigan Reads selection. The kids colored hogs. We didn't have a hog, but we had a goat "Valentine."
 - ~ Working towards 100,000 pages, and as of Friday we were a little over 37,000 pages. We had people who haven't been in the library read it in the paper and have responded.
 - ~ St. Mary's and Anderson schools have been sending classes over to tour the library; we did a story.
 - ~ Friday we had our first jig saw puzzle session in the basement. Twenty-one adults and kids attended.
 - ~ Friday evening at 4:00 p.m. we had our book discussion *Kite Runner*. Four people showed up. We have another book discussion at the end of the month.
 - ~ Held my first workshop – and no one showed up!
 - ~ Our Friend's Group is hoping to put in a lift and bathroom in to make the library handicap accessible. Letters from the township, the city council, BDLS, the Bronson advisory board stating that everyone is in agreement to go forward with this project and using the Barnett money would be helpful in getting the project started. They want to hire an architect. Discussed at length.

Brown moved, seconded by Reppert, that we draft a letter stating our approval and full cooperation from BDLS Board provided that all other interested parties in the trust agreement approve. Motion carried.

- c) **Coldwater Central Branch:** John Rucker reported
 - ~ *Kite Runner*: We had eight (8) people at the first discussion for an hour of lively discussion.
 - ~ Poetry contest in Kids' Place: We have had several entries already. There will be prizes for three (3) winners, probably movies passes, along with popcorn and drinks.

- ~ Staff fund raising luncheons continue to be successful. We have raised money for improvements to the break room and other staff-related activities. We purchased a new refrigerator and microwave. Also, the Friends group bought two (2) new coffee pots.
- ~ Commendation for Ruth Vanderpool-Omlor for repairing the wooden chairs in the meeting room.

d) **Coldwater Public Library (Holbrook Heritage Room):** Minutes of February 13, 2006.

Georgann Reppert reported:

- ~ December 29th is the 120th Anniversary of the Library. And since the weather can be bad in December, plans are for July 29th to have an ice cream social 11:00 – 1:00 p.m.; sidewalk sales and car cruise going on also. Asking for donations.
- ~ Literacy Council will be having a book sale on that date also which is their 20th anniversary.
- ~ Michigan Week activities: will be having a guest speaker, Bill Jamerson, Traverse City on May 23rd & 24th speaking on the History of Michigan.
- ~ Memorial Day Parade the WW II Vets will be honored.

Bruce Mills: Update on the ice cream social: G. W. Allen's new owners have agreed to provide all the ice cream, utensils and cups.

e) **Quincy:** Carol Brown reported:

- ~ Computers are always busy!
- ~ Printing many tax forms.
- ~ Book talks on the *Kite Runner* - One was held March 11th and another one will be held the 25th at 10:00 a.m.
- ~ Then they had Frank Frick - Prof. Emeritus of Religious Studies lead a discussion for an hour on Afghanistan, the Shi'ite split, Muslin customs etc. He gave a wonderful background to prepare the readers for the book. Those in attendance had not read it yet, so he and Lisa didn't want to spoil the story for them.
- ~ March 11th, we had five (5) in attendance (including Lisa and the speaker.) Many have shown interest for the March 25th discussion. Lisa is very pleased Mr. Frick volunteered; he is exactly what was expected. The Friends group will be giving him a restaurant gift card for his time.
- ~ *Bed Hogs* - 2006 Michigan Read selection! One State, One Preschool Book Program will take place during this Friday, March 24th Story Hour. Children will be putting "hogs" to bed in large diorama, and wearing their pajamas, slipper, etc.
- ~ Quincy is always grateful to John for his additional help when he visits our library. He set up our new fax machine on his last visit.

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

- ~ *Bed Hogs:* Story Hour for the older kids too and after reading the story we made piggy banks.
- ~ We are trying for 30,000 pages, last week we were close to 5,000.
- ~ American Girl Club met and we discussed *Kaya* who was a Native American girl and each of the girls made medicine bags out of felt.
- ~ Our Teen Club met and we played a game called "Booktastic." It's a board game to get people reading and talking.
- ~ We will have our book discussion on the *Kite Runner* on March 28th.
- ~ Request for a capital improvement purchase. Circulation desk, chair, desk for printer and workspace \$2,320.50 plus s&h.

Reppert moved, seconded by Chan, to approve the expenditure of \$2,320.50 plus shipping and handling from the Sherwood Capital Improvement Funds for the purchase of a circulation desk and other components as contained in the attachment. Motion carried.

g) **Union Twp:** Patricia Kne reported

- ~ Pat could not be here due to Sandy being on vacation.
- ~ “Beat the winter blues” winners have been drawn. The first adult chose \$10.00 downtown gift certificate; the 2nd chose a Trifles Board Game. The student’s prize was a \$5.00 downtown gift certificate.
- ~ The first *Kite Runner* book discussion didn’t happen – no one came! I’m hoping for a much better turnout on Wednesday at 1:00 p.m. An evening one will be held on March 27th at 6:00 p.m.

2. **Building Committee:** Did not meet.

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

4. **Personnel Committee:** Did not meet. .

5. **Finance Committee:** Did not meet.

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:** Bruce Mills reported:

- ~ Annual Countywide Friends Meeting: Tuesday, April 18th @ 5:00 p.m. Pine Ridge Church gymnasium on South Ray Quincy Road.
- ~ Check & Deposit authorization: need signatures for authorization to request copies of checks & deposits from Southern Michigan Bank & Trust.
- ~ Door Quote: from Brand Construction for southeast exterior door: \$1,411.56.

Chan moved, seconded by Brown, to approve the expenditure of \$1,411.56 to replace the southeast exterior door. Motion carried.

- ~ *Kite Runner* Discussions: Discussed earlier.
- ~ Leisure Reading Area Name: I talked with Alicia Cole, Trust Officer @ Century Bank, and Sharon & Jerry Carpenter only known friends of Ralph and Helen Kerr in Coldwater about naming the area, the “Ralph & Helen Kerr Reading Area.” The Carpenters thought it a fine tribute to the Kerrs whose donation in memory of Helen Kerr funded the new renovations. Formal dedication of the Reading Area will be on July 29th during the Ice Cream Social.
- ~ New Shelving for Coldwater Branch: Heard from Rick Benthin at Mulder’s that our shelving should be arriving by the end of the month.
- ~ Plan of Service Updates: Enclosed are the updates to the Plan of Service recommended by the branch managers. Will need your approval, after which we will print new copies of the Plan of Service and forward to all the advisory boards and municipal elected officials with the explanation on the 60/40 split last month.

Brown moved, seconded by Kne, to approve the changes in the draft on the Plan of Services for branches. Motion carried.

- ~ Staff Meeting: Minutes of February 27, 2006 enclosed. Staff Meeting scheduled for March 27th 9:00 a.m.

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

- ~ *Kite Runner* book discussions are well under way.
- ~ In 2006 we will be adding Board Meeting Minutes to our web site.
- ~ In the middle of a series of staff training session on our updated circulation system and a general refresher on basic computer skills.
- ~ Currently upgrading the software on the public computers at the branches.
- ~ Although we are holding off on major computer purchases for the public computers until late summer or autumn (when the new Gates Foundation Grant is awarded), we were still planning on upgrading several staff

computers this year. Asking to spend a grand total from the capital fund for automation for the item mentioned is \$4,791.71 (including shipping costs.) The purchasing plan allotted \$5,600.00 for the seven (7) computers, so we are coming in well under budget.

Reppert moved, seconded by Gay, to approve \$4,791.71 to complete our automation plan. Motion carried.

9. Statistical Reports: Informational items.

- Book Budget: 2006 - informational
- Monthly Statistical Report: February 2006 - informational
- Capital Projects Report: January 2006 - informational

NEW BUSINESS

1. Nothing at this time.

INFORMATIONAL ITEMS

Nothing at this time.

EXTENDED PUBLIC COMMENTS

Comment/Suggestion Cards:

~ Anyone responded to Roland?

Mills: Yes, Roland was in and we spoke last Monday.

All comment/suggestion cards discussed at length!

ADJOURNMENT

Gay moved, seconded by Brown, to adjourn. Meeting adjourned at 7:25 p.m.

Respectfully submitted:

Carol Brown for 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.