

APPROVED 6/19/2006

**10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Board Meeting Minutes**

Algansee Branch
*580 South Ray Quincy Road
Route 2
Quincy, MI 49082-9530*

**May 15, 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; Gayle Clover, Secretary.

ABSENT FOR ROLL CALL

Jack Gay, (excused); Patricia Kne, (excused); Georgann Reppert (excused.)

ALSO PRESENT

Janice Clark; Erica Ewers, Algansee Township Supervisor; Pat Kaniewski; Mary Jo Kranz, Quincy Advisory Board; Bruce Mills, Director; Barbara Riegel and Joy Wood.

APPROVAL OF AGENDA

Brown moved, seconded by Clover, to approve the Agenda of May 15, 2006. Motion carried.

BRIEF PUBLIC COMMENTS

Erica: Welcome! Enjoy the cookies!

APPROVAL OF MINUTES

Brown moved, seconded by Clover, to accept the Minutes of April 17, 2006 as submitted. Motion carried.

CORRESPONDENCE

1. Nothing at this time.

FINANCES

1. Approval of the Bills: April 28, 2006; May 1, 2006; May 12, 2006.
Clover moved, seconded by Chan, to approve the bills as submitted. Motion carried.
2. Financial Statement: April 30, 2006 & 2005. (Place on file.)
3. Penal Fine Chart: Period ending April 30, 2006
4. Century Bank & Trust: April 30, 2006 & May 4, 2006.
 - ~ Century Bank & Trust withdrawal: signatures needed -
Chan moved, seconded by Brown, to approve the transfer as requested \$6,216.64 into the general fund, to pay the bills that have been approved Mulder's Red Carpet Moving & Storage \$4,862.14; Wilbur's Furniture \$648.00; Barbara Burkhardt \$243.00; Ruth Smith \$463.50, for Kerr Renovations. Motion carried.
5. Southern Michigan Bank & Trust: May 5, 2006.
6. Kerr Donation: May 5, 2006.
7. Bronson Fiduciary Reserved Fund: January, February, March and April 2006.
8. Additional Information Branches Expenditures Quarterly: March 31, 2006 & 2005

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a) **Algansee: Host Library:** Janice Clark reported
 - ~ Welcome everyone! Erica made cookies, but I will take the credit of baking them. ☺
 - ~ Eight new patrons. A new family came in from California and she had seven children. Family said they had a really nice time at the library.
 - ~ Story Hours: we have had a good number of children. Might have to have another night for the older children.
 - ~ Stories on: Pussy Willows, Petoskey stone, Mother's Day Flower Pots. Joy brought in a stone for us to view.
 - ~ For Mother's Day we made covers for flowerpots and planted a flower for each mom!
 - ~ Will be doing the Legends of Michigan! During Michigan Week.
 - ~ I have been taking courses on-line. I have six (6) certificates, one more to go.
 - ~ Just want to say one more time, I say this every time! Everyone in the Branch Library System all the girls, anyone I call help me. Thank you!
 - b) **Bronson:** Lynnell Eash report submitted: Mills reported.
 - ~ Preschool story time has been going great. This week will be our last session until summer programs start.
 - ~ Ryan School will be sending classes to the library for tours and to hear about the reading program.
 - ~ I'm working on setting up times with Anderson School to talk to the kids about the reading program.
 - ~ Friends Book Sale will be Saturday, May 20th during citywide garage sales.
 - ~ Tuesday, May 23rd, Bill Jamerson will be here doing a program @ 7:00 p.m. "They Came By Ship!"
 - ~ Pat Rothrock will be attending the Beginning Workshop in Petoskey in June.

Clover reported: Received approval from the Township it is in writing that they support the handicap accessible & bathroom project. Not financially, but to go ahead with the project.

c) **Coldwater Central Branch:**

- ~ Working on the Summer Reading Program. Jeanne will be having a meeting on Monday, May 22nd with all the branch managers. Will be going over and coordinating all the programs and getting everything together.
- ~ Nola's report covers the programs in the Heritage Room during Michigan Week.
- ~ Still thinking about our One Book, One Community Reading Program for next year. The downtown development support I thought I was going to get has fallen through. We will have to get a committee together to come up with some good ideas. Hoping the Friends will be involved.

d). **Coldwater Public Library** (Holbrook Heritage Room): Minutes of April 10, 2006

Mills reported:

- ~ Mike Renshaw's term expires on 5/31/2006 and will be replaced by Ralph Stevens.

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

- ~ Lisa attended a Book Repair Workshop in PawPaw April 19th. Informative.
- ~ Everyone enjoyed the Annual Friends Meeting on April 18th. Nice to see such wonderful volunteers wanting to better their libraries.
- ~ A bike rack was recently built for the library front lawn. Very generous donation of time and effort.
- ~ Library Board is discussing lighting for the Quincy Branch, since there are bare bulbs with no covers on the fluorescents lights. Gathering information.
- ~ Renee has been with the library 19 years this month! She is very appreciated for her pleasant demeanor with the public, strong work ethic and years of dedication!

f). **Sherwood:** Lynnell Eash report submitted: Mills reported:

- ~ Teen Club met and finished their stepping-stones. We will meet one more time on May 18th then we won't meet again until September.
- ~ Village Garage Sales were last Saturday and the Friends held their book sale. Raised \$100.00 to go towards prizes for Summer Reading Club.
- ~ Right now we are busy planning the reading club and summer programs.
- ~ Gina Horn will be attending the Beginning Workshop in Petoskey coming up in June.

*Capital Improvement Request:

- ~ Cupboard Unit - \$685.00.
- ~ Desk Pedestals (2 drawer wood file cabinet to match desk) \$305.00 + S&H.
- ~ There will be an extra \$75.00 delivery fee for them to unload it and bring it into the building since we don't have a delivery dock.

Requesting \$1,065.00 plus S&H fees: This would be ordered from Gaylord Company.

Clover moved, seconded by Chan, to approve the expenditure of Capital Improvement Funds for Sherwood in the amount of \$1,065.00 plus S&H. Motion carried.

g). **Union Twp:** Patricia Kaniewski reported:

- ~ Friends of the Library are planning a Memorial Day Book Sale.
- ~ On June 10th @ 10:00 a.m. the Friends will be sponsoring a family "Build A Bluebird House" Workshop. We have secured space in the Fire Hall for this event.
- ~ June 12th begins our Summer Reading Program. It concludes on July 20th with a Kalamazoo Nature Center presentation. We are planning several "Tuesday Specials" throughout the Summer. On June 13th Patricia Polacco will be reading to the children. Two bicycles will be presented at the ending program. A local Day Care, "Honeybee's" is donating them for the second year in a row.
- ~ Please note we are at an 8% circulation increase over last year. We still need more room!

Mills read the Union Township Board Regular Meeting Minutes of April 11, 2006. Under New Business: "Library – Much discussion on the townships contract with Branch District Library. Motion by Swain to send a letter of termination (90 Days) regarding current Plan of Service with BDLS and enter into a new contract if both parties should choose. Adolph support. Much discussion. Motion pulled by Swain due to lack of support. Possible meeting with both boards discussed" end of quote.

Mills has been instructed to mail "The District Library Establishment Act 397.171" to the Union Township Board.

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 County-wide Friends meeting: Meeting was really nice. Coldwater Friends will be next years Host!
- ~ Bronson Construction Project: Discussed earlier. Update in packet.
- ~ Door Quote - Delivered and installed!
- ~ Elevator Test: Once every three years.

Brown moved, seconded by Clover, to approve and proceed with the Otis elevator test under the contact presented. Ayes 2 Nays 2 Motion failed!

Chan moved, seconded by Brown, to have the Otis elevator testing done before the library opens. Motion carried.

- ~ Insurance Quote: Discussed.

Brown moved, seconded by Clover, to go with Dean Insurance on the three (3) year contract including the Trustee & Fiduciary Liability Coverage, if Attorney Chuck Lillis advises. Motion carried.

- ~ Leisure Reading Area Plaque: Checking other shops.
- ~ MLA Legislative Day: Attended May 9th.
- ~ New Shelving for Coldwater Branch: Delivered and installed!
- ~ New Trustee Training: Saturday, July 15th.
- ~ Staff Meeting: Minutes enclosed, next meeting September 2006.
- ~ Tuition Reimbursement: (Nola Baker) Need official board approval and signature from Chair and Vice Chair. To be filled out every semester. Nola needs to sign the promissory note. The promissory note only takes effect if she doesn't pursue the degree or leaves.
- ~ Dumbwaiter cable broke on Monday, May 8th.

8. Automation Report: John Rucker report submitted:

- ~ Thursday, May 4th, Jeanne, Lynnell, Ruth and I – attended an all day workshop @ Ann Arbor District Library on the topic of video games as a service to our patrons. Basic program could be started for around \$300.00. Will have an update at a later time.

9. Statistical Reports: Informational items.

- Book Budget: 2006 - informational
- Monthly Statistical Report: April 2006 - informational
- Capital Projects Report: 2006 - informational

NEW BUSINESS

1. Nothing at this time.

INFORMATIONAL ITEMS

Clover: I want 71% noted in Bronson and 62 in Sherwood, thank you Lynnell! Also, Bronson got rid of their BIG table they sold it on e-bay for \$665.00. Carole Maddox's son Steve bought it.

EXTENDED PUBLIC COMMENTS

Patron feedback - Comments and/or suggestions: Discussed at length.

Clover: Comment from Kimberlee Carpenter for John was nice.

Chan will not be attending June 19th Board Meeting @ Sherwood.

ADJOURNMENT

Clover moved, seconded by Brown, to adjourn. Meeting adjourned at 7:36 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.