

**Branch District Library Board Meeting**

10 E. Chicago Street – Coldwater, MI 49036

3<sup>rd</sup> Floor Meeting Room

**October 20, 2008**

**6:00 p.m.**

**Meeting called to order at 6:00 p.m. by President Cherry.**

**Pledge of Allegiance.**

**Present for Roll Call**

Dorothy Cherry, President; Jack Gay, Vice President; Gayle Clover, Secretary; Bonnie Frick; Pat Kne; Georgann Reppert; Lynda Chan.

**Absent for roll call**

None

**Also Present**

Bruce Mills, Director; John Rucker, Assistant Director; Jeanne Berg, Bookkeeper/Children’s Services Librarian; Rhonda Galvin, BDL Clerk; Sharon Dallon, BDL Clerk; Marv Carmen; Lynnell Eash, Bronson Branch Manager; Cindy Sebald, Gina Horn.

**Approval of Agenda:**

**Motion made by Chan, supported by Frick, to approve the agenda of October 20, 2008 as submitted. Motion carried.**

**Brief Public Comments:**

Sebald reports on the Union City Library Project – Everything went well at the groundbreaking. There was a nice crowd and the Union City Clarion did a wonderful job of covering the event.

The Union City Planning Commission approved the revised plan for the parking for the new library.

The Friends would like a letter of understanding from the Branch District Library Board listing what will be paid for out of the Union Township Library’s Capital Improvement fund. The board agrees to furnish the new Union Township library with whatever trade fixtures it takes to make a building into a library, within the limit of the existing capital fund.

**Approval of Minutes:**

**Motion made by Reppert, supported by Kne, to approve the minutes of September 15, 2008 as corrected. Motion carried.**

**First Reading of the Budget**

Mills explains the budget. The recommendation of the Finance Committee is to approve the budget. The formal hearing will be at the November BDL meeting.

**Correspondence**

None

**Finances**

1. Approval of Bills: 9/26/08 & 10/10/08 **Motion made by Chan, supported by Frick, to approve the bills as submitted. Motion carried.**
2. Branch County Penal Fine Chart: September 2008
3. Financial Report: September 30, 2008 & 2007 (Placed on file.)
4. Kerr Funds: September 30, 2008 (Placed on file.)
5. Bronson Fiduciary Reserved Fund: September 2008 (Placed on file.)
6. Century Bank & Trust Certificate: October 6, 2008 (Placed on file.)
7. Branch Expenditures: Quarterly Report September 2008 (Placed on file.)

**Pending Business**

1. Reports from Central & Branch Liaisons:
  - a. Alganssee – Mills reports
    - i. We finished up September Michigan Reads book, Raccoon Tune. With 27 patrons reading the books and signing the poster.
    - ii. Patrons spent September reading fall books, now they are doing Halloween stories and crafts.
    - iii. Saturday night we had a Halloween party in Erica Ewer's new garage with 22 people attending.
    - iv. The walnut drive is doing very well.
  - b. Bronson – Eash reports.
    - i. We have been busy with programs and vacations.
    - ii. We have had volunteers who have been coming in to help monitor the computers in the basement. There have been days when we have had 11 on the waiting list.
    - iii. September was Library Sign-up Month. We had a total of 38 new patrons sign up for library cards.

- iv. We celebrated Banned Book Week (the end of September). We had a lot of feedback from it. Patrons are asking that we do more with that.
  - v. The Flower Talk Club came to the library and cleaned out the flower beds.
  - vi. Last week was Teen Read Week; we had the teens read books from the YALSA list. They then vote on their favorite top three books. In April, YALSA makes a list of the top 10 favorite books.
  - vii. We finished up the week with a Halloween party with costumes and pizza.
  - viii. The Bronson Bookies met and discussed the book *To Kill A Mocking Bird*. We meet on the third Thursday of the month.
  - ix. We will be selling nuts for a fund raiser.
- c. Coldwater Central – Berg reports
- i. We also featured the book Raccoon Tune for the month of September.
  - ii. We are building up the home schooling program, which seems to get larger each year.
  - iii. The Red Cross Babysitting Program; 9 girls attended the 2 day program. We provided snacks and pizza for the girls.
  - iv. Our Friends group needs help. If you know of anyone that would like to volunteer, please keep us in mind.
- d. Coldwater Public – (Holbrook Heritage Room) report on file.
- e. Quincy branch - Frick reports
- i. Story hour is going well.
  - ii. We still have the DAR books and there are concerns as to where they will be housed.
  - iii. The computer desks are finished and we are thrilled with them. The Advisory board has decided to purchase glass tops for these new desks to help protect them.
  - iv. Donations are still coming in for the Flag Preservation fund.
- f. Sherwood branch – Horn reports.
- i. Every Tuesday from 5 – 6 we have game day. There are between 2 and 6 kids. It has helped stop the congestion around the computers.
  - ii. The walnut drive is going well. We have had several bags dropped off at the library and I will be going around this week collecting more.

- iii. I contacted the art teacher, Amber Case, at the Union City Middle School to see if she would be interested in loaning some of the student's art projects to the library for display. Ms. Case thought that would be a good idea and will be bringing over 20 items to be displayed at Sherwood. She will also take pictures of the art display and send it along with an article to the Union City Clarion. The students are excited to have their artwork displayed and have told their parents. We are hoping to lure more people to the library.
    - iv. We had 6 new patrons sign up for library cards.
    - v. We are still doing scrapbooking class the first Saturday of the month.
  - g. Union Township branch – no report.
- 2. Building Committee: Met September 18, 2008
  - a. Gay reports – It is recommended by the Building Committee that we approve the bids for the new roof. **Motion made by Gay, supported by Frick, to approve the expenditure of \$49,729 to replace the roof on the Coldwater building. This does not include the cost to replace boards under the shingles. The money is to come from the Major Products fund. Motion carried.**
  - b. Employee Lounge – It is recommended by the Building Committee that the employee lounge be updated with new furniture and updated counter top. **Motion made by Gay, supported by Chan, to spend up to \$3,000 from the Capital fund for a new counter top, couch, table, chairs and blinds for the employee lounge. Motion carried.**
  - c. Kids Place – It is the intention of the Building Committee to have all of the old carpet replaced. The old brown carpet is wrinkled and a hazard to employees as well as patrons. We also would like to have all of the walls painted at this time (to include any part of the library that did not get painted with the last upgrade). At this time we are waiting on the contractors to give us updated bid.
- 3. Ad-Hoc Committee (Children's Services Committee): Did not meet
- 4. Personnel Committee: Did not meet.
- 5. Finance Committee: Met October 17, 2008
  - a. Discussed a proposed 2009 budget.
- 6. Technology Committee / Children's Internet Protection Act: Did not meet.
- 7. Director's Report: October 2008 - report placed on file.
- 8. Automation Report: October 2008 – report placed on file.
- 9. Statistical Reports:
  - a. Book Budget: October 2008 (placed on file).

- b. Monthly Statistical Report: Not available
- c. Capital Projects: October 2008 (placed on file.)

**New Business**

Marv Carmen – “If you have any questions about the building project of the Union Branch Library, I would be happy to sit down and discuss all aspects of the project.”

**Informational Items**

- Patron Feedback (Discussed and placed on file.)
- Staff Meeting Minutes: September 2008

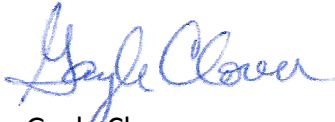
**Extended Public Comments**

None

**Adjournment**

**Motion made by Chan, supported by Gay, to adjourn the meeting at 8:06 p.m. Motion carried.**

Respectfully submitted



Gayle Clover  
BDL Board Secretary

Gina Horn, 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 week's notice to the Branch district Library System by writing or calling the following: Branch District Library System, 10 E. Chicago St., Coldwater, MI 49036 – 517-278-2341