

Approved March 21, 2011

Branch District Board Meeting
10 E. Chicago, Coldwater, MI 49036
3rd Floor Meeting Room

February 28, 2011
5:00 p.m.

MEETING CALLED TO ORDER

The meeting of the Branch District Library Board was called to order at 5:00 p.m.

PRESENT FOR ROLL CALL

Dorothy Cherry, BDL Board President; Bonnie Frick, BDL Board Secretary; Phil Anderson; Pat Kne;
Lynda Chan

ABSENT

Gayle Clover, Georgann Reppert

ALSO PRESENT

Bruce Mills, BDL Director; Jeanne Berg, Tech Services/Bookkeeper/Circulation Coordinator; Gina Horn, BDL Secretary/Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; John Rucker, Assistant Director/Automation Librarian; Tim Taylor

AUDIT REPORT

Mr. Taylor reports: The audit does not show discrepancies and the financials should be accurate based on what was reviewed.

APPROVAL OF AGENDA

Motion made by Anderson, supported by Kne, to approve the agenda as submitted with the addition under New Business # 2 Parking lot trash. Motion carried.

BRIEF PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Motion by Chan, supported by Frick, to approve the minutes of January 10, 2011 as corrected. Motion carried.

CORRESPONDENCE

None.

FINANCES

1. Approval of Bills: January 14 & 28; February 11 & 25, 2011 – **Motion made by Frick, supported by Kne, to approve the bills of January & February 2011, as submitted. Motion carried.**
2. Financial Report: January 31, 2011 & 2010 (placed on file.)
3. Branch County Penal Fine Report: February 9, 2010 (Placed on file.)

4. Branch Quarterly Reports: December 2009 & 2010 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:

1. Algansee Branch – Mills reports.

1. We have had a good start for 2011 with a few new patrons, new books and DVD's.
2. Children have crafts hanging all over the library.
3. On the last three Saturdays, we have had bead looming classes, with 8 adults attending.
4. On February 18th we learned to applique with beads. An Algansee patron teaches the classes. The Friends bought the supplies for the classes, which we are all grateful for.
5. We are looking forward to the new-year with new programs for all of our patrons.

2. Bronson Branch – Eash reports.

1. We finished our *Beat the Winter Blahs Contest*. We handed out 75 cards and had 37 complete and turn in their reading logs. Beverly Fakerty was the winner of the goody basket.
2. The book cart the board approved last month has arrived and we set up a movie exchange with some nice VHS tapes that were donated. People have been using the exchange, so we added jigsaw puzzles to the exchange cart as well.
3. We continue with our Friday Tales preschool story time. We will also have Kids Night at the Movies coming up on Friday, March 11th at 6:00 and will be showing MegaMind.
4. March is Reading Month and we have challenged the Quincy Branch to a pages duel. We call it the *Duel of Two Cities*. Patrons will count their pages and turn those numbers in. Bronson and Quincy will be posting both branches numbers each Tuesday. Winner gets the bragging rights for the year.
5. We will be holding our *One Book, One County* book discussion of the book, *Three Cups of Tea*, on March 9th at 6:30.
6. The 11/11/11 Reading Club is continuing. I know people are doing it, but so far we haven't had anyone turn in their list of categories.
7. Our newest addition to the library is a hamster, and as of right now, he doesn't have a name. Starting March 1st we will have a *Name the Hamster* vote.
8. We will have scrapbooking Saturday March 12th from 6 – 9
9. Tim Walberg will be holding a Town Meeting in the Township Hall on Saturday, March 12th at 1:00 p.m.
10. Our Friends group was able to make a \$5,000 payment on the loan for the Barrier-Free addition with the money raised through some of their fundraisers.

3. Coldwater Branch – Baker reports.

1. January 27th, over 30 attended the Social Security and Retirement Seminar. The Social Security Administration would like to hold another seminar in the fall.
2. 6 people attended the Valentine crafting afternoon, on February 3rd.
3. PR went out for our *One Book, One County* event. We will be doing a last minute PR blitz this week.
4. At the beginning of the year we reduced the magazine collection to save money and have had very few complaints from our patrons.

5. I am reviewing books from the Independent Book Publishers of America (IBPA) to possibly add to our collection, not only here but also possibly at the branches also. Last year this program saved us approximately \$400.
6. We are working on 2 grants for traveling exhibits. One of the exhibits is called *The Way We Worked – Working through the ages* and the other exhibit is the *Creation and Afterlife of the King James Bible*.
7. Saturday, March 26th we are doing a local author event with Robert Magness, who wrote *The Court-Martial of Douglas MacArthur*. He will be in the Heritage Room at 10:30 a.m. At the same time, Jennifer Brown, who is a local resident, will be on the Non-Fiction floor and will be signing her book, *Turtle Hope*.
8. We are looking forward to a fun spring and summer with several programs planned.
9. Kidsplace was honored to be the first to host a book signing for one of Michigan's most recent authors, Dannica Rasberry. Dannica is a 9-year-old young lady with an imagination that knows no boundaries. She was our guest speaker during *Icifest* in January where she read her story titled, *Little Jerry and Scardecats Adventures*. Dannica shared the process that she went through and encouraged other children to give it a try. We are pleased to have one of Dannica's signed books on our shelf in Kidsplace.
4. Coldwater Public Library – (Holbrook Heritage Room)
 1. Minutes from January 10, 2011 (Placed on file.)
5. Quincy Branch – Frick reports.
 1. Daily computer use, Melcat circulation and tax form requests are keeping us busy.
 2. Curtis Odom has been very helpful at our branch, be it in person, or by phone.
 3. We appreciate the additional capital funds requests (more book monies) as our memorial donations have been down for a couple of years.
 4. We are currently having our adult reading *Winter Blahs* contest this month. Possibly a dozen adults are counting their pages this month for a chance to receive a goody basket (compliments of the Quincy Friends). The basket contains: cozy scarf, *Food Network* magazine, lotion, candles and chocolates.
 5. The Quincy branch has submitted an article for the 2010 Branch County History Book. Our Friends group pre-purchased the book for the library.
 6. Author, Robert Magness presented to a group of 10 last weeks at our branch.
 7. Bonnie Frick will be facilitating our *One Book, One County* book discussion, Saturday, March 12th.
 8. Current Office Solutions was very helpful in getting us a different copier when the old machine had multiple and continuous paper jams. We are pleased with our 2 year-old Gestetner brand.
 9. *A Duel of 2 Cities* – Quincy and Bronson are having a read-a-thon for the month of March.
6. Sherwood Branch – Horn reports.
 1. The Sherwood Branch Library will be sending out a quarterly newsletter with the Village newsletter.
 2. We are continuing to hold Story Hour every Thursday at 4:00.
 3. Our Friends will be meeting the first Saturday of each month at 11:30 at the Sherwood

branch.

4. We are having scrapbooking class the first Saturday of the month from 1 – 4 p.m.
 5. Our book discussion for *One Book, One County*, will be held on Thursday, March 10th at 5:00 p.m.
 6. Business is picking up, we are averaging between 30 and 40 people into the library in the short time we are open. Everyone is looking forward to the extended hours in the summer.
7. Union Twp. Branch - Mills
1. Feb 5th children made their own valentines cards. 6 participated in that event, however the surprising number was a total of 55 who entered our building that day. 30+ is a good number to be able to serve effectively on a Saturday. The day before, there were 94 patrons, another large number. Then on Tuesday, the 8th, 105 patrons came through our doors. What a welcome change! We have been in a slump for over a year, so this has been encouraging.
 2. March 5th we are sponsoring a Dr. Seuss craft and story time.
 3. We are currently doing an Adult Read until March 12th. Readers are asked to place their names in a drawing each time they return the books they have read. 2 gas cards, some coupons to the Broadway Bar & Grill or Union Station will be given away at the end of 5 weeks. We are encouraging our readers to check out *3 Cups of Tea*, and be involved in our book discussion on March 9th.
 4. The Pinewood Derby Workshop has been scheduled for March 12th with the Grand-Prix on April 9th
 5. As you know the work on our new building is going smoothly. The workmen are wonderful and very accommodating when we walk over for yet another look. Our patrons are anxiously awaiting and wondering about more open hours. Many have offered their help for what ever is needed.
8. Union Building report – Rucker reports
1. Rucker has spoken to the Construction Manager and Architect and will be verifying that things are finished. So far, the carpet is in, the painting and woodwork is done, the light fixtures are all in. The Construction Manager says they basically have a small list of things they need to go over to make certain that all of the little details are finished. The Architect has a similar list that he will be going over to verify things are finished. We cannot get the shelves in until the sidewalks are done. There has to be a few days in a row of good weather in order to pour the sidewalks. We do not have a date, as this is weather dependent. Once the sidewalks are in, they will need 48 hours to cure and then we can start moving the shelving in. The rest of the furniture cannot be moved until we have an occupancy permit. The items we have ordered are coming in and being stored. After consultation with all parties involved, given that the total cost of shelving is \$15,000, we decided to get new shelving, rather than to have the old shelving repainted. The difference in the cost of new shelves compared to paying to have the old ones shipped to be repainted is small enough that it just made sense to go with the new shelves. We will still find a use for our old shelves. We have been able to keep almost all of the items that we are purchasing locally (in Michigan) manufactured. Mulder's will put most of the items that need to be assembled together. We had talked initially about data wiring and found out, we do not need fire-rated

cables and have gotten bids for \$1,679 paid for by the Union Friends of the Library. We have been meeting to start to coordinate the plan for the move for the books. We will be moving with the professional movers first, and the Friends group has talked to schools and will have elementary and middle school kids move some of the books for P.R. Frontier has put in the utility box. Broadstripe will be taking care of the Internet connection. At the Union Township meeting it was announced that there would not be any more elections held at the current Township Hall. All elections from now on will take place in the basement of the new library building.

2. Building Committee: Did not meet.
3. Ad-Hoc Committee: Did not meet.
4. Personnel Committee: Met February 10, 2011
 1. Nothing to report at this time.
5. Finance Committee: Did not meet.
6. Technology Committee/Children's Internet Protection Act: Did not meet; however our Automation Librarian assures compliance with the Children's Internet Protection Act.
7. Director's Report: Mills reports.
 1. Report placed on file.
8. Automation Report: Rucker reports.
 1. Report placed on file.
9. Statistical Reports
 1. Book Budget: January 2011 – Placed on file.
 2. Monthly Statistical Reports – Placed on file.
 3. Capital Projects – Placed on file.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Union shelves – Union Twp. Board wants to know if they can keep the shelves that are in the current building. **Motion by Frick, supported by Kne, that the Branch District Library abandon to Union Twp. the library shelving at the current location (221 N. Broadway) and that Union Twp. will hold the Branch District Library harmless from any further claims of any variety with respect to future use of the shelving. Motion carried with 3 in favor and one opposed.**
2. Parking Lot Trash – The city paid a lot of money to haul away all of the contaminated soil and pavement. The board decided not to take action on this.
3. Meeting schedule – May starts branch rounds. **Motion made by Chan, supported by Kne, to amend the BDL scheduled meetings, so that the board will meet at the new Union Branch location in May and will meet at the Algansee Branch in September. Motion carried.**
Roll call vote: 5 ayes, 0 nays, 2 absent.

NEW BUSINESS

INFORMATIONAL ITEMS

Patron Comments: Placed on file.

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

Motion by Chan, supported by Frick, to adjourn the meeting. Meeting adjourned at 6:46 p.m.

Respectfully submitted,

Bonnie Frick,
BDL Secretary

Recording Secretary,
Gina Horn

The Branch District Library System will provide necessary and 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