

Branch District Board Meeting
10 E. Chicago Street, Coldwater, MI 49036

Union Twp. Branch
221 N. Broadway
Union City, MI 49094

May 16, 2011
6:00 P.M.

MEETING CALLED TO ORDER

The meeting of the Branch District Library Board was called to order at 6:42 p.m.

PRESENT FOR ROLL CALL

Dorothy Cherry, BDL Board President; Pat Kne; Gayle Clover, BDL Board Acting Secretary; Georgann Reppert, BDL Board Vice President

ABSENT

Bonnie Frick; Phil Anderson; Lynda Chan

ALSO PRESENT

Bruce Mills, BDL Director; Gina Horn, BDL Secretary/ Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; John Rucker, Assistant Director/Automation Librarian; Jeanne Berg, Circulation Coordinator / Bookkeeper; Mary Jo Krantz; Marv Carmen

APPROVAL OF AGENDA

Motion made by Clover, supported by Reppert, to approve the agenda as prepared. Motion carried.

BRIEF PUBLIC COMMENTS

Marv Carmen: Has had several people ask if we have enough money for the new library and if they need a check. This tells me that the library is going to be successful and we are happy that we have had such wonderful support. As bad as it is out there with everything being so tough, it is a really nice thing.

APPROVAL OF MINUTES

Motion made by Kne, supported by Clover, to approve the minutes of April 18, 2011 as submitted. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: 4/22/11 & 5/06/11 - **Motion made by Clover, supported by Kne, to approve the bills as submitted. Motion carried.**
2. Financial Report: April 2011 & 2010 (Placed on file.)
3. Branch County Penal Fine Report: April 30, 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: April 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: April 2011 (Placed on file.)

PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
 - a. Alganssee Branch – Mills reports.
 - i. All is good at Alganssee Library. We are spring-cleaning shelves and books. Getting ready for our Summer Reading Program.
 - ii. Summer Reading Sign-up begins June 11th.
 - iii. We will be having a Book Sale on June 18th
 - iv. Story Hour every Tuesday at 4:30 will continue through the summer.
 - b. Bronson Branch: Eash reports.
 - i. The big news we had last month was that the Dearth Foundation paid off the balance of the new entrance. We will put lettering over the door of the new Westside entrance that says *Dearth Barrier-Free Entrance, so All May Enter.*
 - ii. Spring programs are coming to an end. Our summer programs will begin in June as well as the Summer Reading Club.
 - iii. The school classrooms are scheduling tours at the library.
 - iv. Eash attended the township meeting last week and the township is very happy with the way the library is going.
 - v. We are very thankful for our volunteers – We have 3 ladies shelf books for us; 2 ladies that help with the pre-school story time; 2 more volunteers monitor the computers downstairs and a volunteer that helps with the school classroom tours. We do not know how we would do it all without our volunteers.
 - vi. Capital Request – The city is looking for ways to cut costs a little and had talked about getting rid of the dumpster and would like us to recycle more. We decided if we had a bigger shredder we could cut down on the volume of paper that is thrown out. We are asking for a crosscut shredder \$329.99 + a box of bags to go with it for \$38.89 from Current Office Solutions of Coldwater. **Motion by Reppert, supported by Clover, to authorize the expenditure as submitted from Bronson's Capital Improvement Funds. Motion carried.**
 - c. Coldwater Branch – Mills reports.
 - i. Adult Services Report

1. Baker attended the Mel Job & Career Accelerator Workshop, held at Albion District Library on Thursday. Job Accelerator is a tool that is used on the Mel Databases. Job Accelerator shows a patron how to construct a proper cover letter and resume as well as providing information on job vacancies nationwide. Baker will be training our reference staff and any other staff members that are interested in using this resource. The program is fairly simple to use and I feel we need to assist our patrons, especially during these hard economic times.
 2. 2 Moon Press provided a writing seminar Saturday, May 24th and 21 people attended. They have also agreed to provide a second workshop for us in September.
 3. A Perfect Petal will be at the library for a Floral Arranging program on Tuesday, May 17th from 1 to 3 p.m. The cost will be \$5 per person to make a fresh floral arrangement. We are asking that they bring their own bud vase for the arranging.
 4. Baker will also be attending the Work-Force Summit in Lansing on Tuesday, May 24th. The purpose of this workshop is to learn about State services for job seekers. This is run by Michigan Works. More information about the Summit at the June BDL Board meeting.
- d. Coldwater Public Library (Holbrook Heritage Room)
- i. Minutes from April 11, 2011
- e. Quincy Branch – Krantz reports.
- i. Memorial weekend events will kick-off with the President Lincoln train event Friday evening, May 27th. This was a great event last year. The president will speak from the library front steps after the train arrives in the Quincy Park and spectators walk up the street to our library.
 - ii. Friends of the Quincy Library are gearing up for a book sale June 3 & 4. The Friends are also planning to provide cookies for the event.
 - iii. Renee will celebrate her 24th year at the Quincy branch this month.
 - iv. The patrons still appreciate the free resume prints provided by the library.
 - v. The local NICA club held an auction and was able to raise \$1,500 to donate to the Quincy branch.
 - vi. We have also had 3 of our Quincy Friends pass away and left a memorial for the Quincy Friends.
 - vii. We have had to take down 2 trees in the front of the library and are planning on having them replaced.

- viii. Capital request – Due to the fact that our 2 trees are now gone, we are getting too much light in the children’s area. We would like to ask the board to approve the purchase of 3 new shades from JC Penny’s for \$135 to come from Quincy Capital. **Motion by Kne, supported by Clover, to approve the request for blinds to cover the windows in the Children’s area, to come from the Quincy Capital Funds in the amount of \$135.**
Motion carried.
- f. Sherwood Branch – Horn reports.
 - i. We held our 2nd Annual Plant Exchange & Book Sale Saturday, May 7th. We raised over \$100 at the book sale and are very pleased with the success of the event.
 - ii. On Tuesday, May 10th Carole Bolton presented a *Container Gardening* class for our patrons. 5 people attended and were quite please and eager to start their own container gardens.
 - iii. We are getting ready for the kick-off of the Summer Reading Program next month.
- g. Union Branch – Mills reports.
 - i. Beckey Knowles furnished the banana bread provided for the meeting tonight. Becky has also created a wonderful scrapbook of the new library with some history on the old building as well.
 - ii. The first Saturday of May we held our Saturday Craft.
- h. New Union Twp. Library – Rucker reports
 - i. Report placed on file.
- 2. Building Committee: April 20, 2011.
 - a. Clover reports – last Monday she talked to Doug at Chenoweth. Two gentlemen from Chenoweth came to the library; Phil Anderson and John Rucker showed them all of the areas of concern (bad flashing, exposed nails, shingles weren’t laying flat, in the attic where you can see day light from the roof, holes in the attic that are big enough for birds to get in). Pictures were taken and we were told the gentlemen from Chenoweth would contact the owner of the company. The gentlemen from Chenoweth also said they “would make things right.” We had paid extra to have insulation added, which was not done. Mills had specifically asked the foremen at the time if the insulation was added and he was told it was done. Cherry would like the letter that was sent in November 2010 sent again, along with a copy of the signed receipt and to follow up with Eric and Doug. We will collect on the warrantee or hire a lawyer. We are waiting for further information at the next meeting.
- 3. Ad-Hoc Committee: Did not meet.
- 4. Personnel Committee: Met April 18 & 29, 2011.
- 5. Finance Committee: April 7 & 18, 2011.
 - a. **Motion by Reppert, supported by Kne, to authorize Mills to withdraw \$440,000 from the BDL Community Investment**

Account, to be converted into Cashier check for the following amounts: \$240,000 to Allegis Credit Union, \$100,000 to Chemical Bank; \$100,000 to Monarch Community Bank. Two of the three persons to be authorized signatories Dorothy Cherry, Gayle Clover or Bonnie Frick. The BDL Board also authorizes informational access on all accounts by Rumsey and Watkins, the library's accountants and request for all statements sent directly to Rumsey and Watkins. Motion carried.

6. 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.
 - a. Placed on file.
8. Automation report: Rucker reports.
 - a. Placed on file.
9. Statistical Reports
 - a. Book Budget: April 2011 (placed on file.)
 - b. Monthly Statistical report: April 2011 (placed on file.)
 - c. Capital Projects: April 2011 (placed on file)

NEW BUSINESS

None

Patron comments

None.

Extended Public Comments

You are all invited to our Grand Opening of the Lucille E. Dearth-Union Township Branch Library on June 26th. Activities begin at 1:00 with the formal program beginning at 2:00 p.m. We will be giving away 2 bikes and an iPod. There are several ways to get a ticket and you must be present to win. Community Unlimited will take care of the tables and food and take care of all of the kids' games and other activities. We will have a band and free prizes for everyone. It will begin at 2:00 on Sunday, June 26th. They would like the Branch Managers to help with the tour of the inside of the building.

INFORMATIONAL ITEMS

ADJOURNMENT

Motion to adjourn made by Clover, supported by Kne, to adjourn the meeting. Meeting adjourned at 7:58 p.m.

Respectfully submitted

Gayle Clover

Acting 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