

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

Quincy Branch  
11 N. Main St.  
Quincy, MI 49082

July 18, 2011  
6:00 p.m.

**MEETING CALLED TO ORDER**

The meeting of the Branch District Library Board was called to order at 6:00 p.m. at the Quincy Branch

**PRESENT FOR ROLL CALL**

Dorothy Cherry, BDL Board President; Pat Kne; Georgann Reppert, BDL Board Vice President; Phil Anderson; Bonnie Frick, Secretary; Gayle Clover.

**ABSENT**

Lynda Chan

**ALSO PRESENT**

Bruce Mills, BDL Director; John Rucker, BDL Assistant Director/Systems Administrator; Gina Horn, BDL Secretary/Sherwood Branch Manager; Lynnell Eash, Bronson Branch Manager; Lisa Wood, Quincy Branch Manager; Bob Kne and other members of the general public

**APPROVAL OF AGENDA**

**Motion made by Anderson, supported by Clover, to approve the agenda as presented. Motion carried.**

**BRIEF PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

**Motion made by Clover, supported by Anderson, to approve the minutes of June 20, 2011 as corrected. Motion carried.**

**CORRESPONDENCE**

None

**FINANCES**

1. Approval of Bills: July 1 & July 15, 2011: **Motion made by Reppert, supported by Frick, to approve the bills as submitted. Motion carried.**
2. Financial Report: June 2011 & 2010 (Placed on file.)

3. Branch County Penal Fine Report: June 30, 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: June 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: June 2011 (Placed on file.)
6. Quarterly Branch Report: June 30, 2011 (Placed on file.)

### **PENDING BUSINESS**

1. Reports from Central & Branch Liaisons:
  1. Algansee: Mills reports.
    1. The Kalamazoo Nature Center was here at the library June 29<sup>th</sup>. The program was very educational and fun. The weather was perfect; we had 20 patrons attend. A lot of our patrons were at camp or vacation that week.
    2. We have had a book sale on the library porch and sold more books.
    3. Friday July 22, in conjunction with the Branch District Library, Algansee library will have the Drummunity program. Hopefully the weather will cooperate so we can have it here at the library. If the weather doesn't cooperate, we will have the program at the Pine Ridge Church. We are reading stories from around the world at our Story Hour this month. Submitted by Jan Clark
  2. Bronson: Eash reports.
    1. During our Summer Program we have had movies, story hour and craft time. We have had 2 special programs with Joel Tacey and Richard Paul. The kids really enjoyed both programs. We will be having Drummunity next week and are hoping to have it outside.
    2. We have a few volunteers and some are doing community service and doing a great job.
    3. Our Summer Reading Club ends on the 26<sup>th</sup> of July. As of now we have 153 children, 37 teens and 57 adults signed up for Summer Reading Club.
    4. The Mason's are providing bikes for grades 3 – 6; a boy's and a girl's bike for each grade.
    5. We will be closing Friday and Saturday for the Polish Festival.
    6. Statistic Report, the circulation is up 15%
    7. Our Friends group has been named the Grand Marshals of the 2011 Polish Festival Parade. The parade starts at 1:00 on Saturday and we plan on at least two of our former librarians attending and riding on the float.
    8. The Friends meeting is tomorrow night.
  3. Coldwater Branch: Mills reports.
    1. Kids Place report – Placed on file.
  4. Coldwater Public Library (Holbrook Heritage Room).
    1. Minutes on file.
  5. Quincy Branch: Wood reports.
    1. We had 38 new registrations for June. We always tend to have a dozen each month.
    2. School groups visited the library before the end of the school year.
    3. Over 170 Pre K-High School signed up for the summer reading Program so far and more children are continuing to sign up.
    4. Imaginative Arts, with local artist Marni Szafranski is in a full swing again this summer with 5 sessions scheduled.
    5. Our student-summer clerk, Megan Karney is a wonderful worker.
    6. Stevens Puppets drew a crowd of 68.
    7. Kalamazoo Nature Center had a fun crowd of 25. Being a small crowd, they were able

to do more activities.

6. Sherwood Branch: Horn reports.

1. We have 47 children and teens signed up for the Summer Reading program. We have had great support from the community and area business. Mark & Terri Hicks owners of the Sherwood Party Store donated a digital movie camera and an MP3 player; Barb, Dave & Dan Hyatt owners of Solutions of Southwest Michigan LLC donated a basket ball & free-standing basketball hoop & a Leapster; The Sherwood O.E.S. & Masons donated 2 bikes and John & Diane Parks also donated a bike.
2. Author, Tess Challis came to the Sherwood branch to talk about her newest book, *Radiance 4 Life*. I made several dishes from her book for patrons to try; there were 16 patrons in attendance.
3. Joel Tacey also came to Sherwood for his program *Joel Tacey's One-derful World*. We had 45 attend this program.
4. We had an *Extreme Couponing* Class at the library, which was very informative and fun. The presenter, Stephanie Vargo was very energetic and passionate about couponing. 6 patrons attended this program.
5. Saturday morning, Lori Fithian will be bringing 500 percussion instruments to the Sherwood Library. Weather permitting we will set up chairs in the lawn and have a great time. Lori will be at the Sherwood Branch at 10:00 a.m. I have already talked to our neighbors to let them know we would be having a "jam" session and they are more than welcome to join.

7. Union Twp Branch – Rucker reports.

1. We are open today! 687 signatures in the guest book at the Open House, although at least 700 people showed up for the Open House. The occupancy permit came through 2 days later.
2. The occupancy load for the *entire* building has been listed as 50 people. Rucker will call and ask about it.
3. Dorothy came and said a few nice words and had a ceremonial checkout by children.
4. The move went great, thanks to Moulders Moving.
5. Community Unlimited brought 120 kids and formed a big line to help move books. Lots of great pictures and lots of fun. None of the media (Clarion, Daily Reporter & Channel 3 news) were able to come for the move.
6. During the move Marv Carmen and John Rick came to help by moving boxes and helping with office furniture. Cindy Sebald gave one last push and did a shelf read to make sure all of the books were put in the right spot by both the paid and volunteer movers.
7. The Internet was put in on Friday and we experienced some technical difficulties; however we were able to get things ironed out before we opened to the public on Monday.
8. The Friends met Monday and were going to be a little over budget, however the Dearth Foundation and others helped kick in a few extra dollars to help cover costs.
9. The Director reported that the Friends would like to see more hours at the Union Branch manned by volunteers, that the township must ok any changes to the Plan of Service, that BDL's insurance company will not allow volunteers to work without a library employee present, and that this is not an idea that the Friends are going to let go.

Cherry said we have a system in place to deal with such a proposal, and we should direct the Friends to talk to the Township. Branch Managers can submit a proposal to use Capital money for additional hours. If the Friends would like to see additional hours for 2012 the proposal will have to be turned in to the Director in order to be approved at the same time the 2012 budget is approved. Cherry reported that Marv Carmen told her at the opening that the Lease Agreement between the township and the village was never signed. Without signature, the Township has no legal right to the building, where they are occupying the basement and blocking BDL access to it. Cherry asked the Director to find out who the village attorney is and let the board know. BDL may be providing library services for a township that may not have lawful occupancy of the premises, and this situation has to be clarified and corrected if the agreement was never signed.

2. Building Committee: Did not meet.
3. Ad-hoc Committee: Did not meet.
4. Personnel Committee: Met June 27<sup>th</sup>.
  1. To help deal with the large budget shortfall this year, due to lower penal fines and lower tax revenues, the Personnel Committee has a recommendation to cut hours and reduce spending in various other areas. **Motion made by Clover, supported by Frick, to accept the recommendation # 2, 3 & 4 from the meeting June 27<sup>th</sup> of the Personnel Committee. Motion carried. Anderson voted no.**
  2. Changes in Health Coverage – The Committee does not recommend keeping our current coverage but recommends plan option 2 unless it proves to be a hardship. **Motion by Clover, supported by Reppert, to take the recommendation of plan 2, unless an employee will be adversely affected. Motion carried.**
5. Finance Committee: Did not meet. (Meeting July 20<sup>th</sup> at 8 a.m.)
6. Technology Committee/Children's Internet Protection Act: Did not meet; however our Automation Librarian continues to diligently monitor the system and assures compliance.
7. Director's Report: Placed on file.
  1. Dave McDonald gave Mills a list of the 300 books that were donated to the Heritage room and what we can not use between Central and the branches will be put in the book sale.
  2. Chenoweth – claimed they fixed the problem. Mills called the City and was told that they inspected once and it wasn't something they wanted to repeat.
8. Statistical Reports
  1. Book Budget: June 2011 (Placed on file.)
  2. Monthly Statistical Reports: June 2011 (Placed on file.)
  3. Capital Projects: June 2011 (Placed on file.)

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

None

#### **INFORMATIONAL ITEMS**

Patron Comments (Placed on file.)

**EXTENDED PUBLIC COMMENTS**

None

**ADJOURNMENT**

**Motion made by Kne, supported by Clover, to adjourn the meeting.**

**Meeting adjourned at 8:15 p.m.**

Respectfully submitted,

Bonnie Frick,  
BDL Secretary

Gina Horn,  
Recording Secretary

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