

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

3rd Floor Meeting Room

December 19, 2011
6:00 p.m.

MEETING CALLED TO ORDER

BDL President Cherry called the meeting of the Branch District Library Board to order at 6:00 p.m..

PRESENT FOR ROLL CALL

Dorothy Cherry, BDL President; Georgann Reppert, BDL Board Vice-President; Phil Anderson;
Bonnie Frick; Gayle Clover; Pat Kne; Lynda Chan

ABSENT

None

ALSO PRESENT

Bruce Mills, BDL Director; Jeanne Berg, Bookkeeper/Circulation Coordinator; Gina Horn, BDL
Secretary/Sherwood Branch Manager; John Rucker, Assistant Director; Bob Kne;

APPROVAL OF AGENDA

Motion made by Clover, supported by Frick, to approve the agenda as corrected. Motion carried.

BRIEF PUBLIC COMMENTS

None

PERSONNEL COMMITTEE

- Personnel Committee met November 14, 2011 – Reppert reports.
 - The Personnel Committee met on November 27 and December 2, 2011 on the Director evaluation. Reppert reported that a summary of the evaluation was sent to each Board member and the Personnel Committee recommends that:
 - 1) The Director Bruce Mills, an at will employee, be dismissed as Branch District Library Director, effective December 19, 2011.
 - 2) That BDL pay Bruce Mills, in lieu of 30-days notice, one month's salary, plus any accrued vacation pay, plus any pro rata share of retirement benefits (\$4,000/yr) and payment in lieu of health care (\$2,500/yr) that would have accrued through January 18, 2012, with such final payment made in the first BDL payroll after the December 19, 2011 date of dismissal.
 - 3) That by 5 p.m. December 20, 2011, Bruce Mills remove his personal belongings from Library premises and return his keys and all access code information for BDL computers and equipment to Jean Berg or John Rucker.
 - 4) That action on this recommendations and/or any other motion regarding retention or dismissal of the BDL director be done by roll call vote.

- **Motion made by Reppert, supported Chan to approve all parts of the Personnel Committee recommendation of dismissal, the roll call was: Ayes: (dismissal) 7 Nays(not to dismiss): 0 Absent: 0 Motion carried.**
- **Motion made by Chan, supported by Anderson, to appoint John Rucker as acting Director, until we can fill the position. Motion carried.**

APPROVAL OF MINUTES

Motion made by Chan, supported by Clover, to approve the minutes of November 21, 2011 as corrected. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: December 2 & 16, 2011 : **Motion made by Reppert, supported by Clover, to approve the bills as submitted. Motion carried.**
2. Financial Report: November 2011 & 2010 (Placed on file.)
3. Branch County Penal Fine Report: November 2011 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: November 2011 (Placed on file.)
5. Barnett Fiduciary Reserved Fund: November 2011 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 1. Alganssee: Rucker reports
 1. There were lots of stories read this month, lots of Christmas decorations hanging in the library crafted by children and adults.
 2. We are changing our story hour to Wednesday's at 4:30 p.m., but if children come in different days, we always have a craft and story ready to go.
 3. The new portable heater is here and working out great!
 4. We are planning next year's activities and are looking forward to 2012 as a good year at the Alganssee library!
 2. Bronson: Eash reports.
 1. We held our final movie for this year. Other groups (4-H) have asked if they can come to the library to show movies; the answer is yes, as long as it is a movie covered by our licensing agreement.
 2. We have a volunteer who has pulled together all the craft supplies she could find so that we could have a better idea of what we have available. There by save money during our story-time, craft and summer programs. In doing so, I have found that I have enough popsicle sticks and google eyes to last 96 years!
 3. We had our final preschool story time Christmas party with tree decorations.
 4. Capital request – an enclosed bulletin board for public notices = \$350 (Gaylord) plus shipping & handling; storage cabinet for crafts = \$496 (Home Depot). **Motion made by Clover, supported by Kne, to approve the expenditure of \$496 + \$350 plus s&h for a storage cabinet & enclosed bulletin board to come from Bronson's Capital Improvement. Motion carried.**

3. Coldwater Branch: reports.
 1. Kids Place report –
 1. Kids Place report on the successful Polar Express community event, was placed on file.
4. Coldwater Public Library (Holbrook Heritage Room).
 1. November 14, 2011 minutes of the CPL Board meeting (placed on file.)
5. Quincy Branch: Frick reports.
 1. Friends of the Quincy library were very helpful with the Quincy Lights festivities downtown.
 2. Volunteers helped children write letters to Santa at our library, with a special mailbox next door at the post office, specifically for Santa's letters. Many cookies were shared where music groups and different activities were offered throughout the town.
 3. There have been 12 new patron registrations at the Quincy branch this month.
 4. New hours have been posted for the public and we have been reminding patrons all month.
 5. Story Hour has been well attended
 6. Tuesday & Friday mornings Renee is kept busy sending out MelCat requested items.
 7. Much tutoring is also happening at the library via Quincy teachers/professionals.
6. Sherwood Branch: Horn reports.
 1. We are continuing to have problems with our furnace at the Sherwood Branch. We were told that the Village needs to budget for a new furnace and replace the old one before next winter.
 2. Christmas crafts with our story hour children went well. We will resume Story Hour after the first of the year.
 3. Some of the 2012 programs we have planned are: Movie Night; Game Day (Wii games) and I will be planning many more activities for the Sherwood branch in 2012.
7. Union Twp Branch – Rucker reports.
 1. 8 volunteers provided 72 ½ hours of service during November.
 2. 57 pies were sold and picked up on Saturday, December 17th.
 3. The Friends of the Library are still continuing to try and get more hours for the library.
 4. We also had a *Polar Express* event on December 10th. The story was read, games played and a craft was done. Sandy Patterson did a great job!
 5. We attempted to organize a bowling league; however there was no response.
 6. We continue to hold knitting class for adults while the children are doing crafts.
 7. The installation of a sprinkle system will be in the spring. The company is paying half, with the Friends and the Township splitting the other half of the cost.
2. Building Committee: Met December 16, 2011
 1. Clover reports – Energy Savings Capital Improvements Request for Proposals: A representative from CBPU explained the proposal and offered to assist us with the process. The Committee agrees to have CBPU go ahead with the request for proposals at no cost to the library.
 1. **Motion by Frick, supported by Anderson, to approve the energy savings Capital Improvement request for proposal, that was prepared by Bob Granger for the Branch District Library. Motion carried.**
 2. Stair tread – the Building Committee does not recommend using stair tread for the main stairs, however they would like to see the existing carpeting on the stairs replaced with new

carpeting (with free labor) or repaired by Willowbrook. The board asked Gina Horn to call and get information for the next meeting, if anyone wants a different flooring option for the stairs, they can present that at the next meeting.

3. Quotes for carpets at the next meeting.
 4. **Motion made by Clover, supported by Chan, to purchase the blinds from MSC of Bronson, for \$10,500, to be paid from Coldwater Capital Improvements. Motion carried. Cherry calls for a Roll Call vote: Ayes: 6 Nay: 1 (Anderson) Absent: 0**
 5. Anderson passed out information on engineering firms and discussed problems with the Coldwater building. The board would like the Building Committee to check into this and report to the board.
3. Ad-hoc Committee (Children's Services 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; however our Automation Librarian continues to diligently monitor the system and assures compliance.
 7. Director's Report: Placed on file.
 1. Accounting bids: **Motion made by Clover, supported by Kne, to hire Rumsey & Watkins for the 2011 audit and 2012 monthly services. Motion carried.**
 2. Possible Community Foundation grant – the bids from Bracy & Jahr for complete brick work, tuck pointing, and grout work and painting the old part of the building came to about \$43,000. We are waiting for the 2nd bid to be turned in before we turn it over to the Building Committee.
 3. Evergreen Director's meeting: MCLS has agreed to continue to support Evergreen for a minimum of two years more.
 8. Automation- Rucker reports (placed on file.)
 9. Statistical Reports
 1. Book Budget: December 2011 (Placed on file.)
 2. Monthly Statistical Reports: December 2011 (Placed on file.)
 3. Capital Projects: December 2011 (Placed on file.)

UNFINISHED BUSINESS

None

NEW BUSINESS

None

INFORMATIONAL ITEMS

None

EXTENDED PUBLIC COMMENTS

None

ADJOURNMENT

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

Meeting adjourned at 7:46 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