

DRAFT

10 E. Chicago St. – Coldwater, MI 49036

**BRANCH DISTRICT LIBRARY SYSTEM
BOARD MINUTES
Central Library Meeting Room
October 15, 2002
6:00 P.M.**

PRESENT FOR ROLL CALL

Marilyn Ashdown, Gayle Clover, Jack Gay, Adam Hollingsworth, John Swanson, President.

ABSENT FOR ROLL CALL

Dorothy Cherry (excused), Carol Brown (excused), Richard Sharland (excused.)

ALSO PRESENT

Jane Baldwin, Quincy Library Board; Frank Hemphill, Library Director; Walt Lane, CPL Board Representative & Library Staff.

APPROVAL OF AGENDA

Ashdown moved, seconded by Hollingsworth to approve the Agenda of October 15, 2002 with one addition to New Business: Closing the Library two days in December for automation training. Motion carried.

BRIEF PUBLIC COMMENTS

No one at this time.

APPROVAL OF MINUTES

Clover moved, seconded by Gay to approve the minutes of September 17, 2002. Motion carried.

CORRESPONDENCE

1. Tax Abatements: Asama Coldwater Manufacturing, Inc; Panel Processing of Coldwater, Inc.

FINANCES

1. Approval of Bills: **Ashdown moved to approve the bills as submitted, seconded by Clover. Motion carried.**
2. Financial Statement: **Gay moved to accept the Financial Statement, seconded by Hollingsworth. Motion carried.**
3. Penal Fine Chart: Discussed.

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PENDING BUSINESS

1. Reports from Central and Branch Liaisons:

a. Coldwater: Walt Lane reported:

- Kelli Nantz, Accountant from the City Treasurer's Office spoke on the financial area of the Coldwater Public Library.
- Suggestion from Director Hemphill to combine CPL Board and BDLS Board Christmas letter this year.
- 133 visitors in September to the Holbrook Room.

b. Bronson: Gayle Clover reported:

- The dropped ceiling in the basement is completed with new lights. This makes a very nice place to have programs.
- Next on the Friends agenda is landscaping and a sprinkler system.
- The library's Internet has been down several times, sometimes all day. The printer keeps spitting out several blank pages then one page says have a nice day.
- Computers still have heavy use by the kids after school.
- In the past month we have had 5 Hispanic families come in to sign up their children. The problem is the children have to interpret to their parents when we explain the library cards. We don't know what they are telling the parents. This can be a problem with overdue charges. Often they think that they must return the book on the date due, not one day before or one day after. Occasionally they are afraid to return the material late. We have a copy of a card that is written in Spanish. This really helps!
- We bought two (2) dozen small pumpkins for the children to decorate. They are not carving, just drawing faces.
- We have several different Halloween pictures for the children to color and either put on display in the library or to take home.
- Tuck pointing is still pending.

c. Quincy: Jane Baldwin reported:

- Put a small chain fence along the north edge of the library, people driving their cars over the sprinkler system.
- Friends have changed their meeting to 4:00 p.m.
- People from Quincy doing a Street Skate coming around the corner. Putting bricks in certain places. In front of the library and where light poles are placed.
- Lisa is going to talk to the shop teacher to see about a Bike Rack.
- Working on getting the flag lighted.
- Renee & Lisa are having a special class on "Internet" Thursday morning for older adults Sip & Surf.

d. Union Twp: Pat Kaniewski reported:

- We have scheduled Chess games for the 2nd and 4th Saturday.
- October 26th, we have scheduled pumpkin decorating for the Union City children.
- I have ordered only one item from the capital funds that were approved last month.
- I am running into conflicts as I try to proceed.

e. Sherwood: Rhonda Galvin reported:

- We had our SpongeBob Party. Everyone had fun. We made a SpongeBob Squarepants, played pin the Squarepants on him and ran a krabby relay race. And, of course read a SpongeBob book. I had a new patron, a young boy, who joining the fun. I remarked that I wish more kids would have come but we'll have fun anyway. He said in a very grown-up way, "They are really dumb, because they are missing a real fun activity, and free food and drinks!" We had pineapple juice and SpongeBob Cheese-Nips.
- I'm now planning a story time craft for the young children and a Teen Halloween Party for the older ones for Halloween.
- I'm getting my new drop box on the 23rd of this month and it will look nice. The Village is going to plant flowers or shrubs in front of the drop box, so it will look extra nice.

- I put the new mats and rugs down and have received compliments.
- Linda Birkenbeul substituted for me when I took a floating holiday off for my birthday, and she got two more new patrons while she was there. Seems like every time she substitutes for me she gets new patrons, so I guess I'll have to have her do it all the time, just to make sure I get new ones.
- Bruce is in the process of putting new upgrades on the Gates computers.
- Moving steadily onward.

f. **Alganssee:** **Lynnell Eash reported:**

- The American Girl Club meeting tonight. Successful.
- Picked up walnuts, one load received a little over \$50.00.
- Circulation up – close to 200.
- Thank you note from Kristen Holt to Cherry and Gay for purchasing the Sailor Moon Books.
- Friends Group doing a Halloween Party for the community – October 25th.

2. **Building Committee:** Did not meet.

3. **Children's Committee:** (Meetings October 3rd & September 20th)
Gay moved, seconded by Clover - the committee recommends that the Board support refocusing children's services by emphasizing beginning reader collections in all service outlets. Motion carried.

4. **Personnel Committee:** Did not meet.

5. **Plan of Service Committee:** Did not meet.

6. **Technology Committee / Children's Internet Protection Act:** Did not meet.
Continuing to monitor Internet filters to comply with the Children's Internet Protection Act.

7. **Financial Committee:** Did not meet. (Meeting scheduled for Thursday, October 24th 6:00 p.m.)

8. **Director's Report: September 2002**

A. **Action Items:** 2003 Proposed Budget – Tabled until Financial Committee can meet.

B. **Informational Items:**

- *Paid off the mortgage.*
- *Holbrook Heritage Room Report.*
- *Letter of resignation from Cindy Sebald.*

C. **Statistical Reports:** September 2002

- Book Budget
- Use Statistics (8% increase)

NEW BUSINESS

1. **BDSL Board Meetings dates year 2003: Ashdown moved, seconded by Clover to adopt the resolution for year 2003.**
Roll call vote: 5 Ayes 0 Nays 2 Absents. Motion carried.
2. **Closing the Library for two day in December for new automation training: Clover moved, seconded by Hollingsworth to close December 16th & 17th for the new automation system training, all staff to attend and be paid. Motion carried.**

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INFORMATIONAL ITEMS

Carol Brown's term ends 12/31/2002. Goes thru the Board of Commissioners.
John Swanson's term ends 12/31/2002. Also, need someone to represent the city.

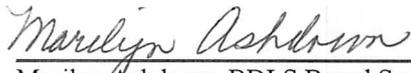
EXTENDED PUBLIC COMMENTS

None.

ADJOURNMENT

Ashdown moved to adjourn.
Meeting adjourned at 7:30 p.m.

Respectfully submitted:


Marilyn Ashdown, BDLs Board 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 weeks' notice to the Branch District Library System. Individuals with disabilities requiring auxiliary aids and services should contact the Branch District Library System, 10 E. Chicago Street, Coldwater, MI 49036 – (517) 278-2341 or FAX (517) 279-7134.