

10 E. Chicago Street - Coldwater, MI 49036  
BRANCH DISTRICT LIBRARY SYSTEM  
BOARD MINUTES  
Central Library Meeting Room  
November 19, 2002  
6:00 P.M.

**DRAFT**

**PRESENT FOR ROLL CALL**

Marilyn Ashdown, Carol Brown, Dorothy Cherry, Gayle Clover, Jack Gay, Adam Hollingsworth, John Swanson, President.

**ABSENT FOR ROLL CALL**

No one.

**ALSO PRESENT**

Carole Bolton, CPL Board Representative; Jane Baldwin & Bobbie Brickey, Quincy Library Board; Erica Ewers, Alganssee Township Supervisor; Frank Hemphill, Library Director; Richard Sharland, BDLS Board Consultant; & library staff.

**APPROVAL OF AGENDA**

**Brown moved, seconded by Ashdown to approve the Agenda of November 19, 2002 with one addition after Extended Public Comments: Performance of Director - closed session. Motion carried.**

**BRIEF PUBLIC COMMENTS**

No one at this time.

**APPROVAL OF MINUTES**

**Ashdown moved, seconded by Gay to approve the minutes of October 15, 2002. Motion carried.**

**CORRESPONDENCE**

1. Century Bank & Trust: re: Richard E. Fisher Irrevocable Trust.

**FINANCES**

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

**PENDING BUSINESS**

1. **Reports from Central and Branch Liaisons:**

a. **Coldwater:** Carole Bolton reported:

- Kelli Nantz, Accountant from the City Treasurer's Office presented to the CPL Board a balance sheet and e-mail from John Hutchinson concerning the Woodward Trust. It was discussed in length and the CPL Board decided to have the City of Coldwater handle expenditures, revenues, donations & miscellaneous accounts. Except wages and ordering of supplies which will still be handled by Branch District Library System.
- There was much discussion about the Christmas Letter with revisions. We would like to mail the letters by December 2nd. Suggestion of splitting the postage with Branch District Library Board.

- There were 108 visitors in the Heritage Room during October. Of these, 24 were repeat visitors.
  - Requests for the following materials: World War I and II and the Vietnam War. Nola is looking into materials that would include those from Michigan who fought in these wars.
- b. **Bronson**: Gayle Clover reported:
- The Bronson Woman's Club had a fund raiser "Make a Difference Day". They raised over \$400 dollars for the library. We are using this money for children's books.
  - Tuck pointing is to be finished this fall or next spring.
  - Tuesday has become Hispanic night at the library. From 5:30 p.m. until 7:00 p.m. there have been as many as 12 - 15 people in the library that speak some English but mostly Spanish is spoken. They are using the computers, doing homework or in some cases just visiting with each other.
  - We are hoping to plan more programs next year. We now have a very nice room to use.
  - American Legion donated two flags (all weather) to the library.
  - Nick Smith donated one more flag that has flown over the U.S. Capitol.
  - Tuesday, April 1<sup>st</sup> / Used Book Sale.
- c. **Quincy**: Jane Baldwin reported
- The Street Skate in front of the library is done. Two street lights and a new bench in place.
  - The librarians are going to do a Thanksgiving Story Hour party next week.
  - Talking about a Memorial Garden, gifts given to the library trees/shrubs.
  - New shelving for the Genealogy section should arrive 1<sup>st</sup> week in December.
  - Discussion on lighting the flag.
  - Sip & Serve - Thursday mornings. One lady came and didn't know anything about computers she is now going to design a quilt pattern on the computer.
- d. **Union Twp**: Frank Hemphill reported
- Pat's husband was in a severe farm accident. Has been in the Bronson Hospital for weeks and is now in rehabilitation at Vicksburg Bronson Hospital and the library staff is doing subbing out at the library. He was caught for three to four hours in the machinery.
- e. **Sherwood**: Frank Hemphill reported
- Agreement with Sherwood Library. Cherry moved to redraft the Library Services Agreement from July 1, 2000 to the same terms and conditions except for Paragraph 12 change to provide for an automatic renewal unless either party provides a ninety (90) day notice of termination. Also, submit to the Village of Sherwood with a check of \$1,000, to cover the balance of 2002 and the proposed renewal Agreement, seconded by Clover. 6 Ayes 1 Nay 0 absent Motion carried.
- Cherry moved to transfer \$2,000 out of Sherwood Library Capital Fund to the Sherwood Library General Fund, seconded by Brown. Motion carried.

Report submitted by Rhonda Galvin:

- We had our Halloween Party on October 25<sup>th</sup>, and it was fun. The leftover party fixings (Sloppy Joes, chips and donuts) were eaten at Central at a lunch. Barb Riegel donated cider.
- This Saturday is Thanksgiving Story Time. We are making little Mayflowers and reading about the Pilgrim's first Thanksgiving.
- We received a new back door at the library as the other one leaked some around the door after heavy rains, or melting snow.

- Loretta Tenney told me she spoke to Frank. She and the other Sherwood Village Board Members would like the library to continue to be in the building on Sherman Street and would be very pleased to have Branch District Library renew their rental lease.
  - I'll be working this Friday half day for Pat at Union. She is taking her husband to the doctor. I used to work Union Library as a library clerk and I will be happy to see patrons that I've served in the past.
- f. **Algansee:** Lynnell Eash reported
- October circulation was up 199
  - November is up also so far.
  - American Girl Club toured the Wing House Museum three Saturday's ago.
  - Friends Group held a Halloween Party for the community. A bunch of people attended.
  - Friends Group meets tomorrow evening. Their walnut project raised \$240 dollars for this year.
  - Last Saturday we had a Candy Making Workshop. Learned how to make chocolates with filling.
  - This week is Children's Book Week. Tomorrow we have a puppet show for the younger kids.
  - Saturday will be a puppet show for the older kids. The puppet show is the Mystery of the Chewed up Books.
  - Friday we have a program called Memories of Algansee. Invited three couples from the area to reminisce.
  - New box drop installed.
2. **Building Committee:** Did not meet.
3. **Children's Committee:** Did not meet.
4. **Personnel Committee:** (October 29, 2002)  
Gay moved, seconded by Ashdown that a 2% Cost of Living increase be given to all library employees for the year 2003 effective January 1, 2003. Motion carried.
5. **Plan of Service Committee:** Did not meet.
6. **Financial Committee:** (October 24, 2002)
7. **Technology Committee/Children's Internet Protection Act:** Did not meet.  
 (Continuing to monitor Internet filters to comply with the Children's Internet Protection Act.)  
 Bruce demonstration the new automation system to the Board.
8. **Director's Report:**
- a. 1. **Action Items:**
- Request to approve purchase of sixteen (16) staff work terminals at a cost of \$1,170 each total of \$18,775. Because of the time frame, after approval by the Finance Committee and with their knowledge, we ordered and have received the work terminals. Cherry moved for the purchase of sixteen (16) Global Computer/Tiger Direct @ \$1,170.00 per computer for a total of \$18,775.00, recommendation from the Financial Committee seconded by Gay. Motion carried.
2. **Information Items:**
- New stainless steel book drops were installed at Sherwood, Union and Algansee.
  - Two draft donation letters were sent out to BDLS Board, CPL Board, and staff for input on style, tone, and content. CPL approved the longer version, Sample I which will be used. Hopefully, it will go out before the end of November.
  - Composed and sent out survey to five public libraries with \$600,000 - \$1,000,000 budget regarding pensions for staff at request of Personnel Committee.
  - New computers for staff workstations ordered and received. Bruce is working on installation.
  - Finalized Boating and Seamanship classes beginning February 6<sup>th</sup>. I will be working those Thursday evenings until the classes are finished. Added a \$5.00 surcharge to the classes for the library. Classes will cost \$35.00. Barb did an excellent job designing the handouts for the classes.

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- The contract with the Village of Sherwood expired July 1, 2002 for rental of space at the village hall for the library. The cost is \$500 per quarter, \$2000 annually.
  - The Richard E. Fisher Irrevocable Trust has named BDLS as the current beneficiary on the death of Mrs. Fisher. The account will be set up to pay BDLS an annual income at the end of each year. The first check will be issued shortly after 1/1/03 for about three months. From conversations with Ms Rissman at Century Bank the trust should generate about \$3500 per year to be used for books and building maintenance.
  - Jeanne Berg has submitted an application for the Masters Degree to the Board.
  - Just a reminder that I will be on vacation November 20<sup>th</sup> to November 30<sup>th</sup>.
- b. Statistical Reports: October 2002
1. Book Budget.
  2. Use Statistics.

### NEW BUSINESS

1. The Library will be closed December 16<sup>th</sup>, 17<sup>th</sup> & half day on the 18<sup>th</sup> for installation of the automation system. That Tuesday is the Board Meeting. **Does the Board want to meet?** The only item you need to act on is the 2003 Budget. You could adopt the 2003 Budget in November subject to the proposed changes recommended by the Finance and Personnel Committees. *It was decided to have the December Board Meeting as usual in the Reference area due to workshop materials set-up in the Conference Room.*

2. Jeanne Berg has submitted an application for Tuition Reimbursement for a Masters Degree in Librarianship at Southern Connecticut State University. \$5,000 is budgeted in 2003. Cherry moved, seconded by Brown that the application of Jeanne Berg to take courses under the Branch District Library Tuition Reimbursement Policy be approved subject to all the terms and condition in the original policy up to a maximum of \$5,000 for tuition in calendar year 2003. Motion carried.

### INFORMATION ITEMS

Nothing at this time.

### EXTENDED PUBLIC COMMENTS

None.

### PERFORMANCE OF THE DIRECTOR

Brown moved, seconded by Gay for a closed session to review the performance of the Director. Roll call vote: 7 Ayes 0 Nays 0 Absents

### ADJOURNMENT

Meeting adjourned at 7:25 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, 10 East Chicago Street, Coldwater, Michigan 49036 - (517) 278-2341 or FAX (517) 279-7134