



**10 E. Chicago Street - Coldwater, Mi 49036  
Branch District library System  
Board Meeting Central Library  
3<sup>rd</sup> Floor conference Room  
November 20, 2006  
6:00 P.M.**

**MINUTES**

President Cherry called the meeting to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE**

**PRESENT FOR ROLL CALL**

Dorothy Cherry, President; Gayle Clover, Secretary; Jack Gay, Vice President; Georgann Reppert, Carol Brown, Patricia Kne.

**ABSENT FOR ROLL CALL**

Lynda Chan (excused).

**ALSO PRESENT**

Pat Kaniewski; Erica Ewes; Janice Clark; Lynnell Eash; Cindy Sebald; Bruce Mills, Director; John Rucker, Assistant Director; Gina Horn, Secretary.

Public: Cindy Sebald; Any Van Doren

**APPROVAL OF AGENDA**

**Brown moved, seconded by Gay, to approve the agenda of November 20, 2006. Motion carried.**

**BRIEF PUBLIC COMMENTS**

Van Doren shared observations on the agreements and Plan of Service. Discussed at length.

**APPROVAL OF MINUTES**

**Brown moved, seconded by Reppert, to approve the Minutes of October 16, 2006. Motion carried.**

**PUBLIC HEARING ON THE ADOPTION OF THE 2007 BUDGET**

Gay described budget; will approve at the next meeting.

**CORRESPONDENCE**

(No correspondence)

**FINANCES**

1. Approval of Bills: 10/27/06 & 10/11/06  
**Gay moved, seconded by Brown, to approve the bills as submitted. Motion carried.**
2. Financial Statements: October 2006 (placed on file)
3. Penal Fine Chart: Period ending October 31, 2006 (placed on file)

4. Bronson Fiduciary Reserved Fund: October, 2006 (placed on file)
5. Century Bank & Trust: 10/31/06 (placed on file)
6. Kerr Donation: 10/31/06 (placed on file)
7. Southern Michigan Bank & Trust: November, 2006 (placed on file)

#### PENDING BUSINESS

1. Reports from Central and Branch Liaisons:
  - a. Algansee Township, Erica Ewers gave a report on Aluminum ramp / Handicap accessible. Proposed running ramp from porch steps parallel with sidewalk to come out even with parking lot. Commercial grade ramp with rails will be paid out of Algansee Capital Fund (\$2,196.80). **Brown moved, seconded by Reppert, to approve from Algansee Capital Improvement fund an expenditure of \$2,196.80 for a Handicap accessible ramp. Motion carried.** Township board will place order.
  - b. Algansee Branch: Clark reported:
    - ~ Library decorated: Paul Pierson donated small pumpkins, which the children decorated.
    - ~ We have a Story Hour every week, with 4 – 8 children.
    - ~ Halloween bags made up and furnished by Friends, and had doughnuts and apple juice for the patrons.
    - ~ Walnuts; collected 13,791 pounds; total monies = \$1,716.04 which was split with Sherwood. \$777.62 after expenses. Library's biggest walnut year, although it was mentioned that it was a slow year for the walnut harvest in general.
    - ~ Thanks to all who donated walnuts and time.
    - ~ We have had several books, VHS & DVD donated to Algansee by patrons.
  - c. Bronson Branch: Eash reported:
    - ~ 2 Halloween parties; one for pre-school; one for older kids.
    - ~ Lift Committee met with Bank and Township; discussion at length about proposed agreement.
    - ~ **Clover moved, seconded by Reppert, to sign proposed Letter of Agreement with Bronson Township. Discussed. Voted, 3 yes, 2 no. Motion carried.**
    - ~ Women's cub raised over \$600. That money comes back to the library to buy materials.
    - ~ Spoke at Bronson Rotary, had several people come in after and sign up for library cards.
    - ~ Bronson Elementary school donated elementary yearbooks from 1960's – 1970's.
    - ~ Held adult workshops.
    - ~ Showed kids movie after school and will show more movies during Christmas break.
    - ~ American Girl Club; attendance of 25 girls.
  - d. Coldwater Central Branch: Rucker reported:
    - ~ We the People program (Grand for materials regarding becoming an American Citizen) started off; Bruce Caswell (State Representative) came to read to children (October 23<sup>rd</sup>) discussed and ended discussion by leading the children in the Pledge of Allegiance.
    - ~ October 30, Mayor Wallace also read to the children.
    - ~ Tuesday, November 7<sup>th</sup>, Coldwater Fire Department showed fire trucks to the children and read books.
    - ~ 2 computer classes: upgrade to Windows Vista; how to navigate the Internet safely and not be lured into scams.
  - e. Sherwood Branch: Eash reported:
    - ~ Adult workshop wreath making and another soon.
    - ~ Library open for trick-or-treaters; 136 people.
    - ~ Nut money; purchased movie license; DVD's and books.
    - ~ American Girls club; would like to have a Tea Party at the Victorian Villa in Union City; checking on location.
  - h. Union Twp. Branch: Kaniewski reported:

- ~ Scheduled a holiday craft workshop December 9<sup>th</sup>.
- ~ Talked to High School Yearbook Director to purchase an ad in the High School yearbook, U.C. High School offered a donation of yearbooks that we are missing.
- ~ Fax price went down.

2. Building Committee: Did not meet.
3. Ad-Hock Committee: (Children's Services Committee) Did not meet.
4. Personnel Committee: Did not meet
5. Finance Committee: October 26<sup>th</sup> & November 9<sup>th</sup> on budget.
6. Technology Committee/ Children's Internet Protection Act: Did not meet.
7. Director's Report: November 2006
  - ~ State aid report is in.
  - ~ Ordered computers for Gates Foundation Grant.
  - ~ Request for DVD / CD buffer: Discussion. **Kne moved, Reppert seconded, to table purchase of the DVD / CD buffer at \$3,000. Motion carried.**
  - ~ Next month we should have totals on fundraising letter, as checks are coming in daily.
  - ~ National Register of Historic Places application has been mailed.
  - ~ Discussed at length with Chuck Lillis about a proposal brought to me by Marv Carmen of the Union Friends. It was explained by Mr. Lillis, that we are not able to solicit funds for the building project under Michigan Tax Laws.
8. Automation Report: December 2006.
  - ~ Gates Grant; the new computers are due to arrive any time. There were some paperwork issues at Dell's end, which caused a delay in shipment. Our computers should start being assembled on the 27<sup>th</sup> of this month. They will be installed as soon as they arrive.
  - ~ Union TWP. Focus Group: It was decided by the Township that they would only be able to support a building of 2,500 square feet. Cindy Sebald, Pat Kaniewski, Sandy and John Rucker came up with a floor plan, which would allow the space to be used efficiently.
  - ~ TLC upgrade: We performed a weekend upgrade to the latest version of our TLC Library automation.
  - ~ After talking with Rachael Hard of the Branch Area Career Center about mentoring, we will have our first volunteer intern here at the Coldwater Branch, January 3<sup>rd</sup> for 5 weeks, 2 ½ hours a day. This intern will help with the deployment of the new Gate's computers, provide tech support for the public, and work on our Heritage Room digitization project.
9. Statistical Reports:
  - Book Budget: 2006 – informational.
  - Monthly Statistical Report: November 2006 – informational.
  - Capital Projects: November 2006 – informational.

### **NEW BUSINESS**

Rumsey & Watkins has sent 2 contracts: 1 audit, and 1 monthly service for 2007 are to be approved by the board. **Moved by Brown, seconded by Clover to hire Rumsey & Watkins to do the 2006 audit and to provide monthly accounting services for 2007. Motion carried.** Cherry to sign contracts.

Direct deposit: Discussion, tabled.

### **INFORMATIONAL ITEMS**

None at this time.

### **EXTENDED PUBLIC COMMENTS**

Comments of approval of the three bears in the stairwell. Sebald showed everyone the Union Township carry bag that is being sold to raise money for the Building fund. Sells for \$5 and \$10 (2 sizes) for sale at the Union Branch.

## **ADJOURNMENT**

**Motion to adjourn made by Clover, seconded by Gav. Motion carried.**

Meeting adjourned at 7:20 p.m.

Respectfully submitted:

Gayle Clover  
BDLS Board 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**