

10 E. Chicago Street – Coldwater, Mi 49036  
Branch District Library System  
Board Meeting Central Library  
3<sup>rd</sup> Floor Conference Room

Approved  
December 17, 2007

November 19, 2007  
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; Georgann Reppert; Patricia Kne; Bonnie Frick.

**ABSENT FOR ROLL CALL**

Lynda Chan (excused), Jack Gay (excused).

**ALSO PRESENT**

Bruce Mills, Director; Lynnell Eash, Bronson / Sherwood Branch Manager; Cindy Sebald; Mary Jo Kranz; Bob Kne; John Rucker, Assistant Director; Gina Horn, Secretary.

**APPROVAL OF AGENDA**

**Motion made by Frick, supported by Kne, to approve the agenda. Motion carried.**

**PUBLIC HEARING ON 2008 BUDGET**

Mills provided the board with the final budget proposal. This budget is to be voted on for approval at the December board meeting and submitted to Rumsey & Watkins.

**BRIEF PUBLIC COMMENTS**

Sebald gave a brief report on the several meetings she has attended regarding the Union Township library. It was decided that the fund raising goal would be \$500,000 and \$50,000 of that would be put into a special endowment fund. The planning committee will be recommending sites to be brought for approval by the Village Council. Ross Byers agreed to be on the building committee. Ralph Strong and Jim Swain are going to attend the building committee meetings as non-voting representatives. The building committee will take all major decisions to the township council for their approval. Sebald would like to know what the library board feels its responsibilities are to this building project. Cherry responds: "Our responsibility is to cooperate in any way we can to promote the building of a new library in Union Township and to furnish it once

it is built with capital improvement funds up to and including 100% of what is in the account if needed. Those decisions will require a vote, as we would with any capital improvement expenditure.”

### **APPROVAL OF MINUTES**

**Motion made by Reppert, supported by Frick to approve the minutes of October 15, 2007 as corrected. Motion carried.**

### **CORRESPONDENCE**

None

### **FINANCES**

1. Approval of bills: October 26 & November 9, 2007. **Motion made by Clover, supported by Kne, to approve the bills as submitted. Motion carried.**
2. Financial Statement: October 31, 2007 (Placed on file.)
3. Branch County Penal Fine Chart: October 31, 2007 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: Jan. – Oct. 2007 (Placed on file.)
5. Kerr Donation: October 31, 2007 (Placed on file.)
6. Southern Michigan Bank & Trust: October 2007 (Placed on file.)

Pending Business:

1. Reports from Central & Branch Liaisons:

- a. Alganssee Branch: Mills reports.

- i. Last month was very busy here for our story hours. The children decorated the library inside and out. It really looks festive.
- ii. The Friends group cancelled the Halloween party, because of so many other parties in the community going on at the same time. Instead we put together trick or treat bags and handed them out to patrons. The Friends bought large pumpkins for patrons to carve and decorate.
- iii. Now the library is full of Thanksgiving decorations that the children crafted along with lots of book reading.
- iv. John was here this week to work on computers and to see how things were going, which I really appreciated.
- v. We are still doing story and craft time every Tuesday at 4:00.
- vi. An area farmer donated gourds for children who visit the library to take home.

Report submitted by Jan Clark, Alganssee Branch Manager.

- b. Bronson Branch: Eash reports.

- i. The Friends group received a grant from the Consumer’s Energy Foundation for \$2,000 for the Handicapped Accessibility Project.
- ii. Preschool Friday Tales have ended. We will hold a Preschool Friday Tales for Christmas and then start again in January. I have talked with another daycare about attending.

- iii. The American Girls will be having a Christmas Tea at the Wing House Museum on December 15. This will be for both the Bronson and Sherwood clubs.
- c. Coldwater Central Branch: Rucker reports.
- i. Grandparent's Day was a big success. Children and their Grandparents made crafts and enjoyed juice and cookies. There was a display of antique tools that Ruth Vanderpool brought in so the grandparents could show the children types of things they used when they were younger. It was a big hit. These activities coincided with Children's Book Week (Nov. 12 – 17<sup>th</sup>).
  - ii. Story hours are continuing and doing well. In addition in December, there will be some Saturday Story Hours added.
  - iii. The Teen Group is growing. We seem to be getting new kids in each week to see what's going on in the library. This group recently made holiday decorations for Maple Lawn and we will deliver these soon for their residents. The teens also like the treats they get each week.
  - iv. There was a Pumpkin Face Contest, where children could create a face on a pumpkin and bring it in to be judged. The winner of this contest received a gift certificate from Education Station.
  - v. We are looking at having guest speakers come in for our Lap Time Story Hours. Ideas include a dental hygienist, nutritionist; safety concerns i.e. police and fire departments. We hope to have at least four (4) programs for this group next year.
  - vi. Ruth attended a workshop: Next year's Summer Reading Program (Catch the Reading Bug!). We will be discussing what she learned and share ideas with Branch Managers at the next staff meeting.
  - vii. Thanks to the entire Kidsplace staff (Ruth, Karen, Jan, Sharon, Carlita and Sandy C.) for helping us with our withdrawing project. Each staff member took a section and helped pull books in bad condition or outdated, recommended replacements and made sure books were where they were supposed to be.
  - viii. In Tech Services: Sandy and Stephanie continue to do an excellent job in cataloging. Branches are busy spending the rest of their book budgets so there are lots of books etc. to process.
  - ix. Shirley will soon start working more directly in Tech Services and we appreciate her help.
  - x. Thanks also to Sonja for helping us with withdraws and all she does for us in Kidsplace.
  - xi. November 16<sup>th</sup>, Ruth Vanderpool and Helena Hayes represented the library at the Community Connect Day. This event was sponsored by the Housing and Homeless Coalition of Branch County and it provided homeless persons and those at risk of becoming homeless an opportunity to obtain needed items and to connect with needed services. At the event, which was held at the

old Kmart building, Helena and Ruth informed people about library services, gave away withdrawn and donated books for children and adults as well as withdrawn magazines. During the course of the afternoon, they spoke with 220 to 230 adults and children and gave away the same number of items. The people there were aware of the library, but not necessarily of all of the services offered. Some did have library cards. All of the people were excited to be able to take books or magazines for their own. This was a valuable outreach opportunity, not only did it allow us to reach a population that may be under-served; it also provided us a chance to network with other local agencies. We look forward to doing this again at next year's event.

**xii. Motion made by Frick, supported by Reppert, to purchase a desk for the Adult Services Supervisor, from Seaman's Office Supplies for a total of \$936.95 out of Coldwater's Capital Improvement account. Motion carried.**

- d. Coldwater Public Library (Holbrook Heritage Room): No quorum for November meeting.
- e. Quincy Branch: Kranz reports.
  - i. The Quincy library celebrated Children's Book Week with treats to hand out to children 12 and under (checking out an item), and "Children's Book Week" pencils.
  - ii. Story Hour children received a free book from the Friends group and also celebrated the Thanksgiving holiday with stories, crafts and mini corn muffins and turkey lunchmeat.
  - iii. The Friends of the Library had a very good fall book sale. Our on-going book sale area continues to thrive throughout the year.
  - iv. Our American flag was recently stolen off the flagpole, but a new one was purchased by Pete Baldwin.
  - v. The Advisory Board is still in the discussion phase regarding the preservation of our Civil War era items in the entry display case.
  - vi. Many book displays have taken place throughout the last month, "Thank you Veterans", "Aviation History Month". The "Great Michigan Read" Ernest Hemingway choice, "*The Nick Adams Stories*."
  - vii. Of the 1320 patrons attending in the month of October, 453 used the computers.
- f. Sherwood Branch: Eash reports.
  - i. The final amount collected from gathering walnuts is \$222 to be split between Algansee and Sherwood.
  - ii. Movie Nights have been held with fair turnouts.

- iii. Trinity Bird came and did a story about the library and the walnut drive. The article appeared in the Union, Bronson and Coldwater papers.
  - g. Union Twp. Branch: No report.
- 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: Met Friday, November 2, 2007. Discussed.
  - a. Rumsey & Watkins Contract: Informational.
- 6. Technology Committee / Children's Internet Protection Act: Did not meet.
- 7. Director's Report: (Placed on file.)
  - a. Coldwater Branch will be sponsoring a Holiday Open House on December 18<sup>th</sup> from 4 – 7 p.m. We would like to invite the board members to join us.
  - b. We have signed a 3-year contract with Havel Brothers for maintenance on the furnace.
- 8. Automation Report: (Placed on file.)
  - a. The update on Algansee's Internet tower: Yes, they will have a tower and service. When is unknown, weather pending, possibly sometime this winter. Where is still to be determined. Who will provide the service is still to be determined. The one thing they have determined for certain is that they are going with the taller tower for greater coverage. There are three locations that they are looking at.
  - b. Rucker requests board approval for the purchase of 15 additional receipt printers. **Motion made by Frick, supported by Reppert, to approve the expenditure of \$4725.00 from the automation account for the purchase of 15 additional receipt printers (one for each circulation station in the district and one as a spare). Motion carried.**
  - c. Rucker request board approval for the purchase of 10,000 refrigerator magnets to hold printer receipts. **Motion made by Reppert, supported by Clover, to purchase 10,000 magnets for printer receipts at a cost of \$2,000 to be paid from our Community Promotion account. Motion carried.**
- 9. 9 Statistical Reports:
  - a. Book Budget: 2007
  - b. Monthly Statistical Report: October 2007
  - c. Capital Projects: October 2007

**NEW BUSINESS:**

- 1. Plan of Service Capital Fund Statement Review: Mills recommends that the board approves this for a continuation of one (1) year. **Motion made by Clover, supported by Kne, to renew our current automation set-a-side in the Plan of**

**Service on page 7, for one (1) year from January 2008. It is to be reviewed again at this time next year to make adjustments. Motion carried.**

**INFORMATIONAL ITEMS:**

Patron Feedback: Discussed.

**EXTENDED PUBLIC COMMENTS:**

Clover: Would like to commend Union City and how well they have done with the library. It is really nice to see everyone working together to achieve a goal.

**ADJOURNMENT**

Motion made by Clover, supported by Kne to adjourn the meeting. Motion carried, meeting adjourned at 7:34 p.m.

Respectfully submitted

A handwritten signature in cursive script that reads "Gayle Clover". The signature is written in black ink on a white background.

Gayle Clover  
BDLS Board Secretary

Gina Horn, Recording Secretary

The Branch District Library System will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes 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.