

10 E. Chicago Street – Coldwater, MI 49036
Branch District Library System
Meeting of the Branch District Library Board

Sherwood Branch
118 Sherman St.
Sherwood, MI 49089

June 16, 2008
6:00 P.M.

Minutes

Vice President Gay called the meeting to order at 6:09 p.m.

Present for Roll Call

Jack Gay, Vice President; Bonnie Frick; Georgann Reppert; Pat Kne.

Absent for Roll Call

Lynda Chan (excused), Gayle Clover (excused), Dorothy Cherry (excused).

ALSO PRESENT

Bruce Mills, Director; John Rucker, Assistant Director; Jeanne Berg, Bookkeeper / Kids Place Librarian; Gina Horn, BDLS Secretary; Cindy Sebald; Bob Kne, Helena Hayes, Adult Services Librarian; Pat Kanewski, Union Township Branch Manager.

APPROVAL OF AGENDA

Motion made by Reppert, supported by Frick, to approve the agenda with changes to the date. Motion carried.

BRIEF PUBLIC COMMENTS

Sebald reports: The letter from the board received both positive and negative responses.

APPROVAL OF MINUTES

Motion made by Kne, supported by Reppert to approve the minutes of May 19, 2008 as corrected. Motion carried.

CORRESPONDENCE

None.

Finances

1. Approval of Bills: May 23 & June 6, 2008. **Motion made by Frick, supported by Kne, to approve the bills of May 23 & June 6, 2008 as submitted. Motion carried.**
2. Financial Report: May 31, 2008 and 2007 (Placed on file.)
3. Branch County Penal Fine Chart: May 31, 2008 (Placed on file.)

4. Kerr Funds: May 31, 2008 (Placed on file.)
5. Bronson Fiduciary Reserved Fund: May 2008 (Placed on file.)
6. Century Bank & Trust: May 30, 2008 (Placed on file.)
7. Visa: May 22, 2008 (Placed on file.)

PENDING BUSINESS

1. Reports from Central & Branch Liaisons:
 - a. Algansee Branch: Mills reports.
 - i. Algansee has started the summer reading sign-up and have had a good response. Activities for the program include lots of crafts and books about all kinds of bugs and activities outside.
 - ii. June 24th at 4:00 p.m. Pete Stobie from Kalamazoo Nature Center will be here at the library to present "Antz in the Pants." The plan is to have the program out in the library yard, weather permitting. We will use the Pine Ridge Church gymnasium if the weather is bad.
 - iii. On June 28th from 9:00 a.m. until 3:00 p.m. the Algansee Friends will be holding their annual Book Sale.
 - iv. On July 15th at 4:00 p.m. we will be hosting Jim Merrill for our second program "Stacking Cups." We hope to have good weather so we can have this program at the library. We will be able to use the Algansee Township Hall if the weather is bad.
 - v. All patrons and Jan are enjoying the high-speed Internet. Thank you to the Branch District Library for providing the above programs for the Algansee Library.
 - b. Bronson Branch: Clover & Mills reports.
 - i. The Summer Reading Club started on Tuesday June 10. We held a registration party and signed up 38 children, 7 teens and 5 adults for the program. After signing up they could make a bug hat, get a bug tattoo, have refreshments and take a balloon home with them. People may continue to sign up for the club and as of Saturday we have had a total of 63 children, 16 teens and 15 adults signed up. The library is crawling with bugs, big rubber bugs, little plastic bugs and apparently word has gotten out to live bugs as well because we have seen many, many spiders and other creepy crawlies since the club started.
 - ii. Tomorrow we start Noon Movies. We will be showing "The Bee Movie."
 - iii. Wednesday will be our first Craft Day and we will be making bug journals, pipe cleaner critters and fireflies.
 - iv. This week Jim Merrill will be visiting with his program "Magic In Your Backyard." We are looking forward to this program and hope for a good turnout.
 - v. We have several volunteers working with us this summer helping out with the different programs, shelving items and supervising the computers downstairs. We are planning on a very busy summer.

- vi. Since Bronson and Sherwood are both having movies this summer and the township only has three tables in the basement, I would like to make the following Capital Improvement request: Two (2) folding tables for the computers downstairs at \$60 each = \$120.00. A free standing large screen for showing movies = 150.00 for a total of \$270.00 **Motion made by Reppert, supported by Frick, to approve the Capital Improvement request for the Bronson branch for a total of \$270 for two tables and a large free-standing screen. Motion carried.**

- c. Coldwater Central Branch: Berg reports.
 - i. Posters were passed around to the board members of activities that have taken place at Kids Place. As of today we have over 250 children signed up for the summer reading program.
 - ii. Karen Pappas has left us. Katherine Burrows, who was a student clerk, has come back for the summer to fill Karen's position. After Katherine goes back to school in the fall we will be filling the position with a permanent hire.
 - iii. The Coldwater Friends of the Library will be having their Book Sale this Saturday along with the Strawberry Festival.
 - Hayes report.
 - i. Packets were passed out about the New Director's Workshop and Beginning Workshops at the North Central Michigan College in Petoskey, MI.
 - ii. We are continuing maintenance of the Adult Non-Fiction collection. We will be starting on the reference collection and weeding out some things.
 - iii. Hayes has given the staff the option of purchasing their own Summer Reading Club shirts. If Board members would like to purchase a shirt for themselves or their family, please contact Helena and she will order them.

- d. Coldwater Public Library (Holbrook Heritage Room):
 - i. Minutes from June 9, 2008 (Placed on file).

- e. Quincy Branch: Frick reports.
 - i. The Quincy Friends have their new book bags for sale now, in four colors, with a depiction of the library and a quote "A Century of Reading." These will be nice to sell at local events to promote our 100th anniversary coming up in 2010. The Friends also had a good book sale last week.
 - ii. We are still in need of a fire extinguisher in our furnace room. Our extinguishers have been serviced recently.
 - iii. The last week of May, Lisa spoke at six Parent luncheons at Jennings regarding summer reading opportunities for children.
 - iv. Carlita Cartwright is set to resume working here at the Quincy branch, June 17.
 - v. Our summer reading programs begin next week with the Kalamazoo Nature Center returning, as well as a new Reading Safari by Dough Scheer, along with our Annual Pet Parade.
 - vi. Quincy Library Flag Preservation:

1. The Detroit Institute of Arts; Howard Sutcliffe, Textile Conservator, came to examine the flags Saturday, June 14. The board will discuss his recommendations to us.
- f. Sherwood Branch: Horn reports.
- i. The branches hanging from the ceiling are our “bug branches”. We will be doing crafts on Tuesdays and Story Hour and crafts on Thursdays. The children’s art will be displayed from the branches for all to see.
 - ii. This Friday we are starting Movie Time from 2:30 – 4:30 with the showing of “The Dark Crystal.” Each Friday after this we will be showing the same movie schedule that the Bronson Branch is on.
 - iii. The kick-off part for the Summer Reading Club was a success. We had 22 patrons sign up for the program. Everyone that came to the library and signed up got a balloon and ladybug cookies. The first hour we were open, there were 45 patrons through the door! It was a very busy day for us.
 - iv. This weekend is the Village wide garage sales, so the Friends of the Sherwood Library will be having a book sale.
 - v. In July Sherwood will be having their annual Sherwood Forrest Days. The person in charge of the event this year asked if the library would be interested in doing something at the park. We are working on a possible book sale and face painting booth.
 - vi. July 17 at 2:00 p.m. we will be having a program called “Bugs, Books and Beyond.” This is an hour long program for school aged children teaching them the important role bugs play in our lives and what would happen if there were no bugs.
- g. Union Township Branch: Kanewski reports.
- i. Union Township Library had a successful “Library Day” at Heritage Park Saturday, June 7th. This was the day to give back to the community for all their generosity during the past year in helping us fund a new library. We offered a free lunch, popcorn, and an acting troupe presented “Don’t Bug Me I’m Reading.” Four vendors sold their wares and wanted to return if we had it again next year. We had a successful book sale as well. We had games and prizes for the children. We also had early registration for Summer Reading. It was a long, but successful day.
 - ii. Summer Reading has begun with 64 entrants already signed up. We will have three bicycles to give away as grand prizes. Community Unlimited is collaborating with us again this year. We have scheduled four entertaining events, with the ending party scheduled for July 22.
 - iii. We have been very busy, the opposite of what the statistics say. Today the children were lined up at the doors when I arrived. One day last week over 100 walked through our doors.
 - iv. We would like permission to close on July 14 while Sandy and I both take training at the main branch.

2. Building Committee: June 9, 2008.
 - a. Gay reports: The Building Committee is waiting on more information in order to make a decision on which bid to accept.
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.
7. Director's report: (Placed on file.)
 - a. **Motion made by Reppert, supported by Frick to approve the addition of one employee for two (2) hours at the Alganssee branch. Motion carried.**
 - b. The staff noticed issues with the actuator and Havel Brothers came by to look at it. Unfortunately they do not make this type of actuator any longer, however there is a plan to fix it. All of the thermostats are outdated and aren't made any longer either. As they replace the actuators, the thermostats that control them will also need to be replaced.
 - c. The other concern was with the equipment outside, at the south end of the building. Children have been parking their bikes by and under the equipment, and it is causing damage to the equipment. If something isn't done to stop children from storing their bikes there, we have been warned it will be a costly repair. Mills is checking into chain link fencing and other options.
8. Automation report: (placed on file.)
 - a. Rucker requests that the Coldwater branch and Union City branch be closed for staff training (for the new Evergreen system) on Monday, July 14th and for the Coldwater branch only to be closed on July 21st. This will be a 9 – 5 training session. **Motion made by Kne, supported by Frick to close the Coldwater and Union Township branch libraries for the training dates outlined. Motion carried.** The board suggests having lunch provided for the staff members that are in training.
9. Statistical Report: April 2008 (Placed on file.)
10. Book Budget: 2008 (Placed on file.)
11. Capital Projects: April 2008 (Placed on file.)

NEW BUSINESS

Blue Cross Blue Shield sent rate renewal for Sept 2008 – Aug 2009: The rates have been lowered due to the change in employee status.

INFORMATIONAL ITEMS

Patron Comments: Discussed.

EXTENDED PUBLIC COMMENTS

None.

ADJOURNEMENT

Motion made by Reppert, supported by Frick, to adjourn the meeting. Meeting adjourned at 7:40 p.m.

Respectfully submitted

Pat Kne

Pat Kne
Acting BDLS 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 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.