

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

February 16, 2009
6:00 P.M.

MINUTES

Cherry calls the meeting of the Branch District Library Board to order at 6:00

PRESENT FOR ROLL CALL

Dorothy Cherry, Gayle Clover, Bonnie Frick, Pat Kne, Lynda Chan

ABSENT FOR ROLL CALL

Jack Gay (excused), Georgann Reppert (excused)

ALSO PRESENT

Bruce Mills, Director; John Rucker, Assistant Director; Jeanne Berg, Tech Services / Circulation Manager; Lynnell Eash, Bronson Branch Manager; Gina Horn, Secretary; Timothy Taylor, Accountant; Cindy Sebald; Mary Jo Krantz

APPROVAL OF AGENDA

Motion made by Frick, supported by Chan to approve the agenda with the addition of Updating the Plan of Service under New Business and correction to Building Committee Meeting (Met on January 23, 2009). Motion carried.

AUDIT REPORT

Mr. Taylor reports: Audit does not show discrepancies and that financials should be accurate based on what was reviewed.

BRIEF PUBLIC COMMENTS

Sebald reports: She has attended 10 library related meetings since the last meeting of the BDL board. The Union Township has an agreement with the Friends of the Library, in which the Township will be in charge of the construction of the new library building; the Friends of the Library being in charge of all funds and bills incurred-relating to the construction and completion of the building. The village still has not received a letter from the EPA, clearing the village to lease Heritage Park to the township for the new library. There however, was assurance that the letter would be forthcoming. The plans for the single story library should be ready Friday. The Friends of the Library and the Township are drawing up a Plan of Cooperation.

APPROVAL OF MINUTES

Motion by Chan, supported by Frick, to approve the minutes of the January 12, 2009 meeting as presented. Motion approved.

CORRESPONDENCE

None.

FINANCES

1. Approval of Bills: January 16, 30 & February 13, 2009
Motion by Clover, supported by Kne, to approve the bills of January 16, 30 & February 13, 2009. Motion approved.
2. Financial Report: January 2009
3. Branch County Penal Fine Chart: December 31, 2008 & January 31, 2009
4. Bronson Fiduciary Reserved Fund: 2008 & January 2009
5. Quarterly Branch Expenditures: 2008

PENDING BUISNESS

1. Reports from Central & Branch Liaisons:
 - 1.1. **Alganssee Branch:** Mills reports.
 - a) The stats are starting to pick up with the weather warming up.
 - b) The response to the "One Book, One County" (*Anatomy of a Murder*) is good. People are excited about this book.
 - c) Story hour continues every Tuesday at 4:00 p.m. with 4 – 6 kids attending.
 - d) March is Reading Month is coming up, and Jan will be working on a theme for Alganssee.
 - e) Jan has received her UpStart order for Summer Reading.
 - f) Jan is continuing to weed the collection.
 - 1.2. **Bronson Branch:** Eash Reports
 - a) We ended our Valentine contest, with 9 entries. Everyone that entered received a little box of candy. There were 4 winners. Each received a large can of Kisses.
 - b) Movie Night - We played *Kung Fu Panda* and had 45 people attend.
 - c) Bronson Bookies – This month we are discussing *Big Stone Gap* by Adriana Trigiani.
 - d) We tried our Creative Hour on Saturday, and no one signed up for it. The schedule hasn't gone out to the schools yet and that was probably one reason. Next month we are going to try it again with building bird houses.
 - e) Two weeks ago on a Tuesday, the counter on the door showed we had 175 people. At one point you couldn't walk in a straight line across the library because it was so crowded. We had 59 computer users that day. It is amazing at the amount of people that are coming in to fill out their taxes, apply for unemployment benefits and fill out job applications on line. New patrons continue to be amazed that they can check out movies the same way they check out books.
 - f) We celebrated Abraham Lincoln's birthday at the library by dressing in black and wearing stove-pipe hats. Handed out cupcakes and had a Lincoln display.
 - g) The Fundraising Committee is still working on projects.
 - h) The Rattle Can Rodders will be co-hosting a car show in Bronson on June 28th with the proceeds going to the Bronson library for their construction of the handicap accessible project. <http://www.rattlecanrodders.com/>
 - 1.3. **Coldwater Central Branch:** Mills Reports
 - a) In Kid's Place, the Home-School group is celebrating Black History Month by doing research on African Americans who have made an impact on American culture.

They are going to be giving their reports on the last Wednesday of the month. They will then be presenting a quilt square, which has three things about the person they researched. The squares will be sewn together by one of the home-school moms and displayed in Kid's Place.

- b) For March is Reading Month Kid's Place will be doing a jungle theme, including vines hanging from the ceiling, for every book read, the monkeys will climb an inch up the vine.
- c) Berg reports – We have had 3 training sessions with the staff members to review the Evergreen system. We will be offering one or two evening classes for those that have not been able to attend the morning sessions.
- d) Eash reports – The “One Book, One County” book will be *Anatomy of a Murder*, and each branch will be holding a book discussion. For those not able to make the book discussions, we will be offering an on-line version. We will be advertising this on the radio, cable stations; as well as in the Coldwater, Bronson, Union, Sturgis and Hillsdale papers. We have 44 books out right now. We are trying to set it up so that people who want to read it won't have to wait long for a copy. John has set up an informational page on our website, along with a video trailer from the movie and interview with the author and director.

1.4. **Coldwater Public Library (Holbrook Heritage Room):** Mills reports

- a) The update on the Buseum is that we have permission from the City to plug in over there in the parking lot at City Hall. This is an even better spot than where we were last year.

1.5. **Quincy Branch:** Krantz reports

- a) The Quincy GAR flag is due for delivery and hanging in mid March.
- b) The Open House is being planed for this spring.
- c) Frick is investigating grants for restoration of our federal flag.
- d) Bonnie Frick has agreed to lead the book discussion on March 14th.
- e) Quincy is also having a *Winter's Blah's* contest for the month of February. The patrons reading the most pages will receive a basket of goodies, including a coffee mug, Starbucks chocolates, mystery book, puzzle book, and kitchen towel.

1.6. **Sherwood Branch:** – Horn reports

- a) Last month on the 20th of January, we started our weight-loss support group. We kicked it off by having guest speaker Josh Mixon from A Better Way of Life – Nutrition & Fitness talk to us about the healthy life style changes we could make and how to start. He was a great motivational speaker and got everyone excited about eating healthy and exercising. We also had a nutritionist come in to talk to us in February and learned about the new food pyramid and portion sizes. There are 9 of us that are regularly weighing in and attending meetings. We have lost a total of 45.3 pounds in 3 weeks.
- b) February is Library Lovers Month. This is a time to raise awareness in our community about the need for library supporters, such as volunteers and people to join the Friends group. Also to support your library by checking out materials and making donations of books or money.
- c) I am working on weeding the collection, cleaning shelves and coming up with a theme for March is Reading.

1.7. **Union Township Branch:** – Mills reports

- a) The Pine Box Derby was held last Saturday. The kits were assembled and the race will be on March 7th.

- b) The Birdhouse Workshop will be on March 28th. Those attending will have a choice of building a bluebird house, a wren house or a bat house.
2. Building Committee: Met January 23rd.
- 2.1. Clover reports
- a) John showed the building committee members a video of the attic, so they could get a better understanding of what it looked like. What we found out was that there is a dome above Kid's Place that isn't vented properly, on which condensation forms and runs along the ceiling towards the walls. The contractors told the committee that the easiest and most cost efficient thing to do was to cut holes in the domed ceiling for ventilation and to insulate the edges of the attic. The total cost for this was \$2,800 of the \$20,000 that the Board had approved. There will be some additional charges relating to the roof for repairs to the eaves and for copper flashing.
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: February 2009 (Placed on file.)
8. Automation Report: February 2009 (Placed on file.)
- 8.1. **Motion made by Frick, supported by Clover, to approve the expenditure of \$1,300.00 from District Capital money for 3 Nintendo Wii game systems and associated items. Motion approved.**
- 8.2. **Motion made by Clover, supported by Kne, to authorize the purchase of 23 Windows computers from Tiger Direct and 3 Macintosh computers from CDWG for a total cost of \$15,325.66 (shipping and warrantee is included) to come from the Automation account. Motion approved.**
- 8.3. Union Twp. Building Committee Minutes: December 3, 2008
January 7th & 21st 2009 (Placed on file.)
9. Statistical Reports:
- 9.1. Book Budget: 2009 (Placed on file.)
- 9.2. Monthly Statistical Report: December 2008 (Placed on file.)
- 9.3. Capital Projects: 2009 (Placed on file.)

NEW BUSINESS

1. Update Plan of Service: A meeting with the Finance Committee is needed to begin this process. The Finance Committee will meet Friday, March 6th.

INFORMATIONAL ITEMS

Patron Feedback
Minutes of January Staff Meeting

EXTENDED PUBLIC COMMENTS:

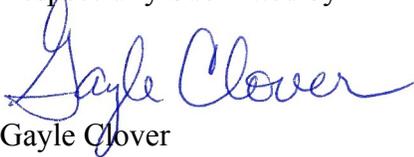
None

ADJOURNMENT

Motion made by Clover, supported by Kne, to adjourn the meeting.

Meeting adjourned at 7:45 p.m.

Respectfully Submitted by



Gayle Clover
BDL Board Secretary

Gina Horn
BDL 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