

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

Quincy Branch District Library

11 N. Main St.
Quincy, MI 49082

July 20, 2009
6:00 p.m.

MINUTES

President Cherry called the meeting of the Branch District Library Board to order at 6:00 p.m. on Monday, July 27, 2009 at the Quincy Branch Library.

PRESENT FOR ROLL CALL

Dorothy Cherry, President; Jack LaForge, Vice President; Bonnie Frick, Acting Secretary; Pat Kne; Georgann Reppert.

ABSENT FOR ROLL CALL

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

ALSO PRESENT

Bruce Mills, Director; Jeanne Berg, Bookkeeper/Circulation Manager/Tech Services Manager; Lynnell Eash, Bronson Branch Manager; Lisa Wood, Quincy Branch Manager; Gina Horn, BDL Secretary/Sherwood Branch Manager; Cindy Sebald; Mary Jo Krantz.

APPROVAL OF AGENDA

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

BRIEF PUBLIC COMMENTS

Sebald: The EPA should have everything they need to make a decision on the proposed site for the Union branch library. We were not given a timeline for the decision.

The Friends of the Library had a meeting and talked about a lot of things; for instance, which building to bid out. We have decided to bid out the original two-story building. We want to find out what is possible; however, we will not be getting bids until we have final approval from the EPA.

APPROVAL OF MINUTES

Motion made by Reppert, supported by Frick to approve the minutes of the June 15, 2009 meeting as amended. Motion carried.

CORRESPONDENCE

None

FINANCES

1. Approval of Bills: June 19, July 3 & July 17, 2009. **Motion made by LaForge, supported by Reppert, to approve all three bill packets.**
2. Financial Report: June 30, 2009 (Placed on file.)
3. Penal Fine Chart: June 30, 2009 (Placed on file.)
4. Bronson Fiduciary Reserved Fund: 2009 (Placed on file.)
5. Glenn Barnett Fund: June 2009 (Placed on file.)
6. Barnett Certificate of Deposit: June 2009 (Placed on file.)

PENDING BUSINESS

I. Reports from Central & Branch Liaisons:

A. Algansee Branch – Mills reports.

1. We had a very busy June, Gordon Russ Magic Show came and 56 patrons attended. There was lots of positive feedback about the program. Patrons also enjoyed Pete Stobie, from the Kalamazoo Nature Center. That program was held in the yard of the library, for which we had good weather and 23 patrons attended. The programs were sponsored by the Branch District Library and hosted by the Friends of the library, who provided cookies, punch and ice cream bars for both programs.
2. Our book sale wasn't real successful because of a thunderstorm.
3. We have had lots of creative crafts during the summer reading program. The Algansee Summer Reading Program ends next week.

B. Bronson Branch – Eash reposts.

1. Our Summer Reading Club ends next Tuesday. The total number for adults and children in the program is 209.
2. We have one more program called Chemistry for Kids.
3. The Pre-school, Friday Tales will be having a talent show.
4. In August, we usually don't schedule anything because of the fair and many families try to take last minute vacations before school starts.
5. The Car Show raised over \$2,000. There were over 200 cars registered and it was a fun week.
6. Donna Bystry passed away and the family gave the memorial money to the library for the building project. Her husband, Ed passed away a month later, and we received memorial donations for him also.
7. This next week we will be moving books and shelves. They are planning on breaking ground for the Barrier Free Project on July 27th.
8. There was some discussion about a possible phase 2, to raise money in which to expand an area near the elevator for a media center, as well as additional space for programs.
9. Nola, Gina and Lynnell went to the ALA conference in Chicago last weekend.

C. Coldwater Central – Berg reports.

1. LuAnn will be leaving us to go to work full-time for Head Start, so we will need to replace her in Kids Place. We will also be losing both of our high school students, because they are both going on to college. We are looking at shifting some hours around, but we would like to hire a high school student, just to give them an opportunity to work at the library and hopefully go into that field.
2. The remodeling is going on in the hallway and will either move to the meeting room or workroom next.

D. Coldwater Public Library – Report placed on file.

E. Quincy Branch – Wood reports.

1. Quincy has over 162 children signed up, 16 middle school children, and 9 high school teens.
2. We had 40 patrons attend the program from the Kalamazoo Nature Center, with Pete Stobie.
3. We will be having Cool Chemistry coming this Thursday.
4. Each Friday we are having our Imaginative Art with our local artist.
5. Our Pet Parade was our smallest ever last week, less than 30 people.
6. Quincy Township has taken on responsibility of the Federal Flag and the flag is at the Detroit Institute of Arts.
7. The Friends of the Library held their annual 4th of July Pie Sales, which went very well. They raised over \$600.
8. Recently a Quincy teacher came in with \$30 that her class had raised to go toward the Flag Project.
9. Request for Quincy Capital Funds – We would like to have an oak display stand made to house the GAR Roster. This will be velvet lined and have glass doors with a lock for \$525. We would also like to have an oak display case made for \$385 for a total of \$910. We are finding that even though we have new glass in our windows upstairs, we are getting too much sunlight, which is causing fading to the books and carpet. We would like to request Capital funds for solar shades for 9 windows. The solar shades will allow light to come through, but will protect the books, pictures and carpet from the sun. The 9 shades come to \$819.91 plus \$180 for installation. This project will cost, at most \$991.91. **Motion made by Frick, supported by LaForge, to approve the expenditure of \$910 for an oak display stand and display case, as well as \$991.91 for solar shades for 9 windows. Motion carried.**

F. Sherwood Branch – Horn reports.

1. Story Hour has been going well with 2 to 6 pre-school children attending each week. Judy Gottschalk has been doing a wonderful job reading to the children and having fun crafts to do each week. Parents as well as grandparents have asked if we will continue to do Story Hour after the summer reading program ends. We assured them that story hour would resume after school is back in session every Thursday from 4 to 5 p.m. We also thank the board for approving the purchase of the kidney shaped table for Story Hour.
2. We would also like to thank the board for approving the purchase of the cellular blinds. They are insulated, so it not only helps control the lighting for movies and Wii parties, but it also keeps the library cooler and patrons have commented on how nice it looks.
3. This summer we had Gordon Russ the magician come and perform for us. We had 54 children and adults in attendance. Mr. Russ was quite entertaining and got children involved – from video taping the performance to assisting with magic tricks. He was very entertaining and everyone had a good time.
4. We had a Recycled Art contest – Krystal Loughman came in first place with a picture of a tiger that she made out of old CD's. Estelle Gaylord got honorable mention with her wind chime made of old CD's and silverware.
5. Kathy Barnes was our guest speaker for Recycled Art – she brought in samples of homemade books, toys and other useful items made from everyday items. She also had a slideshow of other interesting and creative ways to use everyday items in ways we don't typically see them used. It was very interesting and inspiring.
6. Kathy also was our guest speaker for Creative Writing and Photography. With the Creative Writing, she talked to the teens about how to start writing a story, what good writers use in their stories to make them more interesting and how to go about getting your story to a publisher. A couple of our teens are working on writing books now, so Kathy told them she would be glad to help them find a publisher, once their story is finished.

For Photography – Kathy explained why lighting is important and other points of taking good photos. The patrons all had lots of questions and walked away more confident of their photography skills. Kathy was very inspiring with each of her talks and we really appreciated having her volunteer her time to help teach our patrons about these things.

7. Our other guest speaker was Kitty Wilcox – she came and talked to us about the history of beads and taught us about making jewelry from beads. We started out with a small group of 4 children, but her talk was so interesting, that each time a patron came into the library, they ended up joining the group and so we ended up with a total of 12. The history of beads is very interesting and Kitty did a wonderful job with the class. She let each of the adults and children make a bracelet out of a box of odd's and ends that she brought with her. Some of these beads were over 100 years old, and almost all were from foreign countries.
8. We are showing movies every Tuesday.
9. We will be ending our Summer Reading program next week with an ice cream social for the pre-school story hour kids. The teens will be putting on a puppet show for the story hour kids called, *The 3 little fishies and the big bad shark*. The teens are making the puppets and props. For the school age kids we will be having a gaming party with pizza to end the summer reading program.

G. Union Branch – No report.

II. Building Committee: Met over email to discuss the gutters at Coldwater. The Building Committee recommends using Hodge from Jonesville to replace the downspouts and clean out the gutters. **Motion made by LaForge, supported by Frick, to approve the expenditure of \$8,000 from undesignated funds to hire Hodge from Jonesville to replace the downspouts and clean the gutters at the library. Motion carried.**

- III. Ad-Hoc Committee (Children's Services Committee): Did not meet.
- IV. Personnel Committee: Did not meet.
- V. Finance Committee: Did not meet.
- VI. Technology Committee/Children's Internet Protection Act: Did not meet.
- VII. Director's Report: July 2009 (Placed on file.)

A. Havel Maitenance Plan Options – The board would like to have a recommendation from someone who knows about furnaces for large buildings. Mills will work on this.

- VIII. Automation Report: July 15, 2009 (Placed on file.)

- IX. Statistical Reports:
- A. Book Budget: 2009
 - B. Monthly Statistical Report: 2009
 - C. Capital Projects: 2009

NEW BUSINESS

- 1.** Plan of Service Committee members were assigned – Bonnie Frick, Dorothy Cherry and Gayle Clover.

ITEMS DISCUSSED, NOT ON AGENDA

- 3rd Floor (meeting room & offices) window treatment replacement - President Cherry asked Secretary Horn to check on window treatment for the meeting room and offices, since they had not been updated in 30 years. Horn reported that she checked with Willowbrook Interiors on window treatment for 6 office windows and 3 windows in the meeting room. There was some discussion among the board members, however it was decided to table this until the beginning of the year when we have a new budget.

INFORMATIONAL ITEMS

EXTENDED PUBLIC COMMENTS:

Sebald – The Plan of Service Committee will need to be thorough and aware. Each branch is different and the needs of each of the communities where these branches are located are different. Trying to make an agreement between each of these communities will be difficult because others will be worried they are getting less than their neighboring community.

ADJOURNMENT

Motion made by LaForge, supported by Frick, to adjourn the meeting. Meeting adjourned at 7:55 p.m.

Respectfully submitted by,

Bonnie Frick
Acting 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