



DOROTHY CHERRY, President, County-at-Large  
GEORGANN REPPERT, Vice President, City of Coldwater  
BONNIE FRICK, Secretary, Quincy  
PHILIP ANDERSON, Trustee, County-at-Large  
LYNDA CHAN, Trustee, City of Coldwater  
GAYLE CLOVER, Trustee, Bronson  
MARILYN JOHNSON, Trustee, Union Twp.

Approved January  
14, 2013

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, December 17, 2012  
6:00 pm

## MINUTES

### CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 6:00 pm.

### ATTENDANCE

Dorothy Cherry, BDL Board President; Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; Philip Anderson; Lynda Chan (left meeting at 7:20 p.m.); Gayle Clover; Marilyn Johnson; Evette Atkin, members of the public and staff

### ABSENT

None.

### APPROVAL OF THE AGENDA

**Motion made by Chan, supported by Reppert, to approve the Agenda as written. Motion carried.**

### TIME FOR PUBLIC COMMENTS

None.

### CONSENT AGENDA (ITEMS 1-11)

#### Meeting Minutes

1. CPL Regular Board Meeting of November 12, 2012

#### Finances

2. Financial Statements: November 30, 2012 and 2011
3. Branch County Penal Fine Report: November 2012

#### Reports from Branches & Departments

4. Branches: December 2012
5. Coldwater Kids' Place: December 2012
6. Automation\*: December 13, 2012

\* The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

#### Statistical Reports & Informational Items

4. Monthly Statistical Report: November 2012

5. Book Budget: November 2012
6. Capital Projects: November 2012
7. Article from the Coldwater Daily Reporter: November 20, 2012

#### Correspondence & Patron Comments

8. Patron comments from November 26, 2012

#### **END OF CONSENT AGENDA**

**Motion made by Reppert, supported by Clover, to approve the Consent Agenda as written and place the items within on file. Motion carried.**

#### **DISCUSSION & ACTION ITEMS (ITEMS 12-19)**

9. BDL Regular Board Meeting Minutes of November 19, 2012  
**Motion made by Frick, supported by Johnson, to approve the minutes of November 19, 2012 as corrected and approval of the closed session minutes of November 19, 2012. Motion carried.**
10. \*\*\*Bills: November 16, 2012 and November 30, 2012  
**Motion made by Clover, supported by Reppert, to approve the bills submitted for the month of November 2012. Motion carried.** \*\*\* Note: Header on bills is incorrect. Bills submitted were of dates November 16, 2012 & November 30, 2012 as submitted and approved.
11. Capital Improvement Requests:  
Bronson Branch Capital Request - \$22,902.00 for equipment for the new addition.

Quantity	Price per item	Subtotal	Description
1	\$235.00	\$235.00	4-port video capture card & software
3	\$50.00	\$150.00	Security Cameras
2	\$250.00	\$500.00	24-port gigabit switches
2	\$38.00	\$76.00	24-port patch panel
1	\$100.00	\$100.00	8-unit wall-mounted rack
1	\$50	\$50	Wire shelving for IT closet
1	\$15.00	\$15.00	Screws for rack
1	\$20.00	\$20.00	Wire shelving for IT closet
1	\$120.00	\$120.00	100 ft. Cat5e cable
50	\$7.00	\$350.00	Rj45 wall plates
50	\$5.00	\$250.00	Rj45 jacks
2	\$25.00	\$50.00	100-pack rj45 plugs
4	\$4.00	\$16.00	50-pack rj45 boots
2	\$700.00	\$1,400	New Computer & Monitor
2	\$300.00	\$600.00	Keyboard tray
3	\$250.00	\$750.00	Staff Chairs
5	\$920.00	\$4,600	Computer tables
1	\$2,100.00	\$2,100.00	DVD cases
2	\$250.00	\$500	1000-pack slim CD/DVD cases
4	\$130.00	\$520.00	Patron chairs
1	\$10,500	\$10,500	Paint, carpet, light fixtures

**Motion made by Anderson, supported by Clover, to approve Bronson's Capital request for the Media Center addition of \$22,902. Motion carried.**

12. Transfer of Funds from Money Market to Cash Management: A transfer was recommended by the BDL accounting firm. After much discussion, **Motion made by Clover, supported by Anderson, to table the request to transfer funds from Honor Credit Union to Southern Michigan Bank & Trust. Motion carried.**
13. 2012 Budget Adjustments: After much discussion the board decided not to take any action.
14. Retaining Taylor, Plant, and Watkins for 2013: **Motion made by Frick, supported by Repert, to approve the contract with Taylor, Plant & Watkins for the 2012 financial audit and accounting services for 2013. Motion carried.**
15. Director's Report: December 13, 2012 (placed on file)
16. Open Meetings Act: Cherry reports – She had taken the Foster, Swift, Collins webinar on the Open Meetings Act. There was a lot of good information and it was nice to have a refresher. At any time where we have a committee meeting where we will be eliminating an option to be presented to the board, a posting is required to be compliant with the Open Meetings Act. For these meetings we need to post a notice at the branches, on our bulletin board and on our website. Budget meetings and all committee meetings are subject to the Open Meetings Act. For future reference, we need to take a roll call vote before going into closed session. The minutes of a closed session should be approved at an open session.  
Placed on File.

#### ADDITIONAL COMMENTS & ANNOUNCEMENTS

- a. Phil Anderson's term is up at the end of this month. He does not plan on renewing his term.
- b. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, January 14, 2012 at 6:00 pm in the meeting room of the Coldwater Branch Library.

#### ADJOURNMENT

**Motion made by Clover, supported by Johnson, to adjourn the meeting. Motion carried.**  
**The meeting was adjourned at 8:10 pm.**

Respectfully submitted by,



Bonnie Frick  
BDL Secretary

Gina Horn  
Recording Secretary

The Branch District Library 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 by writing or calling the following:

Branch District Library, 10 E. Chicago St., Coldwater, MI 49036  
(517) 278-2341  
[secretary@BranchDistrictLibrary.org](mailto:secretary@BranchDistrictLibrary.org)