



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

Approved
March 18, 2013

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, February 18, 2013
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; Marilyn Johnson, Martha Watson.

ABSENT

Lynda Chan (excused); Gayle Clover (excused)

APPROVAL OF THE AGENDA

Motion made by Frick, supported by Johnson, to move the Audit Report to the beginning of the meeting after Public Comments and to approve the agenda as modified. Motion carried.

TIME FOR PUBLIC COMMENTS

None.

CONSENT AGENDA (ITEMS 1-12)

Meeting Minutes

1. BDL Regular Board Meeting: January 14, 2013
2. CPL Regular Board Meeting: January 14, 2013

Finances

3. Financial Statements: January 2013
4. Branch Quarterly Reports: Fourth Quarter 2012
5. Branch County Penal Fine Report: not available

Reports from Branches & Departments

6. Branches: February 13, 2013
7. Automation*: February 13, 2013

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

Statistical Reports & Informational Items

8. Monthly Statistical Report: January 2013
9. Book Budget: January 2013
10. Capital Projects: January 2013
11. Newspaper Articles

Correspondence & Patron Comments

12. Patron comments: February 2013

Motion made by Reppert, supported by Watson, to approve the Consent Agenda and all items within, including the BDL Minutes of the January 14, 2013 meeting. Motion carried.

END OF CONSENT AGENDA**DISCUSSION & ACTION ITEMS (ITEMS 13-21)**

13. 2012 Audit Report:
 - Tim Taylor reports – The audit does not show discrepancies and the financials should be accurate based on what was reviewed. **Motion made by Frick, supported by Johnson, to approve the audit. Motion carried.** The audit report is a part of the board packet for public review should it be requested.
14. Bills: January 11, 2013, January 25, 2013 and February 8, 2013
Motion made by Watson, supported by Reppert, to approve the bills of January 11, 2013, January 25, 2013 and February 8, 2013. Motion carried.
15. Capital Improvement Requests:
 - Bronson Capital Request: Desk Unit for the Media Center with patron ledge - \$1,200 plus shipping & handling from Gaylord; 6 cellular shades for office and media center - \$1,8070 from MSC (includes installation), for a total of \$4,430.00. **Motion made by Frick, supported by Johnson, to approve the Bronson Capital request for \$4,430.00 plus shipping and handling. Motion carried.**
16. Technology Committee Report:
 - A. **Motion made by Frick, supported by Reppert, to approve the recommended expenditure by the Technology Committee of \$19,220.28 from the Major District Projects Fund for the annual update of computer equipment needs for the district, in accordance with our 5 year Technology Plan. Motion carried.**
17. Plan of Service for Algansee Branch: The revised Plan of Service for Algansee Branch needed to be signed and sent back to Algansee.
18. Bronson Branch Update: Eash reports.
 - A. Regarding the new addition: The carpet has been installed in the Media Center; the woodwork has been finished and looks very nice. They have done a very nice job of matching the new woodwork to the old. They are working on the addition downstairs in the Township area. The township has been talking about finishing the basement room themselves, so that they can set up the voting equipment and not have to take it down. The project should be completed by the beginning of March. Pictures have been posted on the Bronson Branch Facebook page and the Bronson Friends Facebook page.
19. Future Automation: Future Automation for the 2013 budget has a line item of zero. Rucker would like a budget considered for Future Automation for 2014.
20. Emergency Preparedness Plan:

- A. The director is working on updating the plan for the District. After updating the document, the director will submit it to the board for final approval.
21. Director's Report: February 2013
Placed on File.

ADDITIONAL COMMENTS & ANNOUNCEMENTS

- 1. Reppert: Is there any possibility of starting the meetings at 5:30 instead of 6 pm? Frick suggested changing the meeting time to 5:30 when we start traveling to the branches for our meetings.
- 2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 18, 2013 at 6:00 pm in the meeting room of the Coldwater Branch Library.

ADJOURNMENT

Motion made by Johnson, supported by Frick, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:24 pm.

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