



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
November 18, 2013

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, October 21, 2013
5:30 pm

MINUTES

CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 5:30 pm.

ATTENDANCE

Dorothy Cherry, BDL Board President; Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; Lynda Chan; Gayle Clover; Marilyn Johnson.

ABSENT

Martha Watson (excused).

OTHERS PRESENT

John Rucker, Lynnell Eash, Jeanne Berg, Gina Horn, Evette Atkin, Erica Ewers.

APPROVAL OF THE AGENDA

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

TIME FOR PUBLIC COMMENTS

None.

CONSENT AGENDA (ITEMS 1-15)

Meeting Minutes

1. BDL Regular Board Meeting: September 16, 2013
2. CPL Regular Board Meeting: September 9, 2013

Finances

3. Financial Statements: September 2013
4. Quarterly Financial Statements: 3rd Quarter Statements 2013
5. Branch County Penal Fine Report: September 2013

Reports from Branches & Departments

6. Branches: September 2013
7. Coldwater Kids' Place: October 2013
8. Coldwater Branch Adult Programing: October 2013

9. ***Automation*: October 18, 2013 (Moved to Discussion & Action Items #16)

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

Statistical Reports & Informational Items

10. Monthly Statistical Report: September 2013
11. Book Budget: September 2013
12. ***Capital Projects: September 2013 (Moved to Discussion & Action Items #17)
13. Newspaper and Media Coverage: September 2013
14. Building Committee Report: September 17, 2013

Correspondence & Patron Comments

15. Patron comments

Motion made by Reppert, supported by Clover, to approve the Consent Agenda, items 1 – 15 and placing them on file, excluding items 9 & 12, which are moved to Discussion & Action Items and adding Algansee to the Capital Requests for Branches (#19). Motion carried.

END OF CONSENT AGENDA

DISCUSSION & ACTION ITEMS (ITEMS 16 - 22)

16. ***Automation Report: (Moved from Consent, item # 9) Discussion about the NEH Bridging Cultures Bookshelf: Muslim Journeys. Website with more information: http://www.BranchDistrictLibrary.org/muslim_journeys
17. ***Capital Projects: September 2013 (Moved from Consent, item # 12) Board had questions about the Bronson Endowment fund balance, which Bookkeeper, Jeanne Berg explained.
18. First Reading of the 2014 Budget
 - Finance Committee Report
 - 2014 Operating Budget Recommendation
 - 2014 Special Revenues Budget
19. Bills: September 20, October 1, October 4, and October 18, 2013
Motion made by Clover, supported by Reppert, to approve the bills of September 20, October 1, October 4, and October 18, 2013. Motion carried.
20. Capital Requests for Branches: October 2013
 - Union Capital Request: **Motion by Clover, supported by Frick, to approve the Capital request by Lucile E. Dearth Union Twp. Library, to spend \$136.26 on new library signs, as requested, to be installed by the Union City Village. Motion carried.**
 - Algansee Capital Request: 1- TV Cart \$378.00; 1- 32" flat-screen TV \$347.00; DVD & Hi-Definition Blue-Ray player \$100; shipping \$54.88 = \$881.60 **Motion made by Frick, supported by Clover, to approve the Capital request by Algansee Branch. Motion carried.**
21. Branch Manager Pay for Hosting Meetings: **Motion by Frick, supported by Johnson, to approve the payment of the Branch Managers, for when they hosted a board meeting at their branch in the past few years and in accordance with the information presented at their current rate. Motion carried.**
22. Addition of Term Limits to Board Policy: Atkin explained the matter asked and although numerous district library boards do enforce term limits for their board members, this is not cited in their board bylaws, it is cited in their District Library Agreement, which would require a vote from the municipalities, instead of a board vote.

23. Director's Report: October 2013
24. Policy Review: Personnel Policy, Section 3, N. PERSONAL USE OF TYPEWRITERS, COMPUTER/PRINTERS. **Motion by Reppert, supported by Frick, to adopt changes to the Personnel Policy Manual recommended by the Director, eliminating the word “daily” and changing the word “their” to his/her and adding a sentence defining personal use.**

Approved changes

Section 3, N. PERSONAL USE OF TYPEWRITERS, COMPUTER/PRINTERS.

Employees may use a computer for personal use only when not scheduled for work and the computer is not needed by a scheduled employee. “Personal use” is defined as anything not included in the employee's regular duties and/or anything the employee has been instructed to do on work time by his/her supervisor. Staff may make up to ten (10) free personal copies per day, from either computer printers or copy machines. Employees are expected to pay .10 ¢ per page for all personal copies beyond this daily limit.

(revised: 10/2013) **Motion carried.**

Placed on File.

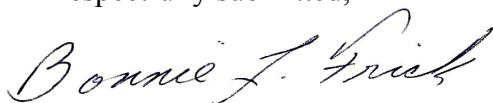
ADDITIONAL COMMENTS & ANNOUNCEMENTS

1. No additional comments
2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, **November 18, 2013** at 5:30 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 7:47 pm.

Respectfully submitted,



Bonnie Frick
BDL Board 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