



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

Approved
December 16, 2013

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, November 18, 2013
5:30 pm

MINUTES

CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 5:34 pm.

ATTENDANCE

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

ABSENT

Martha Watson (excused); Daniel Gordon (excused).

OTHERS PRESENT

Evette Atkin, Director; Gina Horn, Administrative Assistant; Jeanne Berg, Bookkeeper; Lynnell Eash, Bronson Branch Manager; Erica Ewers.

APPROVAL OF THE AGENDA

Motion made by Frick, supported by Reppert, to approve the Agenda as presented. Motion carried.

TIME FOR PUBLIC COMMENTS

Eash noted on book budget that Bronson has \$562 in mid November. That is more than any other branch had, however it has been spent now.

CONSENT AGENDA (ITEMS 1-14)

Meeting Minutes

1. BDL Regular Board Meeting: October 21, 2013
2. CPL Regular Board Meeting: October 13, 2013

Finances

3. Financial Statements: October 2013
4. Branch County Penal Fine Report: October 2013

Reports from Branches & Departments

5. Branches: November 2013
6. Coldwater Kids' Place: October 2013
7. Coldwater Branch Adult Programing: November 14, 2013

8. Automation*: November 14, 2013

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

Statistical Reports & Informational Items

9. Monthly Statistical Report: October 2013
10. ***Book Budget: October 2013 *****Moved to Discussion & Action Items # 15**
11. Capital Projects: October 2013
12. Newspaper and Media Coverage: November 14, 2013
13. Donation Letter

Correspondence & Patron Comments

14. Patron comments: November 14, 2013

Motion made by Reppert, supported by Clover, to approve the Consent Agenda, (moving #10 Book Budget to Discussion & Action Item # 15, before the Reading of the Budget) and place the items within on file. Motion carried.

END OF CONSENT AGENDA

DISCUSSION & ACTION ITEMS (ITEMS 14-22)

15. ***Book Budget: October 2013 *****Moved to Discussion & Action Items # 15**
16. Final Reading for the 2014 Operating Budget: **Motion made by Clover, supported by Frick, to approve the 2014 Operating Budget, with corrections. All present approved, motion carried**
17. Final Reading for the 2014 Special Revenues Budget: **Motion made by Frick, supported by Johnson, to approve the 2014 Special Revenues Budget, as presented. All present approved, motion carried.**
18. Bills: November 1, 2013 and November 15, 2013
Motion made by Reppert, supported by Clover, to approve the bills of November 1, 2013 and November 15, 2013. Motion carried.
19. Capital Request from Branches: November 2013
 - A. Request for Sherwood Branch for a people counter: \$370 + S&H
 - B. Request for Union Twp. Branch for 2 people counters: \$740 + S&H

Motion made by Johnson, supported by Frick, to approve the Capital Improvement request as specified for both Sherwood and Union Twp. Branches. Motion carried.
20. Updated Millage Language:
 - RESOLUTION WHEREAS, the District Library Board of the Branch District Library has, pursuant to Act 24 of the Public Acts of 1980, specifically MCL 397.182(1)(i), determined that it is necessary to lay before the electors a request for tax support for the district library;

BE IT RESOLVED AS FOLLOWS:

The Branch District Library shall place upon the ballot for August 6, 2014, a ballot question regarding a countywide levy in the amount of .5 mills, for eight years, to be used for operating expenses for all branches of the Branch District Library. (corrected 12/16/2013)

- **Motion made by Frick, supported by Reppert, to approve the resolution with the addition of the word "six" (6) between the words "all" and "branches" in the last line of**

the resolution, however if it is not permitted by election law language, then it is approved as written. Roll Call vote: Ayes: 2 5; Nays: 0; absent: 2. All present approved, motion carried.

21. Director's Report: November 14, 2013
22. Policy Review: November 2013 **Motion made by Reppert, supported by Frick, to table the policy on beverages in the library until the January 2014 meeting. Motion carried.**
23. Personnel Policy: November 2013 **Motion by Frick, supported by Clover, to amend the Personnel Manual, to conform with all of the changes made in the 2014 budget; with the drafting in the manual to be done by the Personnel Committee and presented to the board at the December meeting. Motion carried.**
Placed on File.

ADDITIONAL COMMENTS & ANNOUNCEMENTS

1. Ewers wanted it noted for the December Agenda that we will be updating the Algansee Plan of Service Contract again, so we will be going from January to December. The last update we did took us from March 2013 to December 2013.
2. Clover wanted to know if the art hangers were put back up. Answer: They have not been, but will be. The Christmas Train is a positive thing for the library and is good for people to see the library doing it.
3. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, December 16, 2013 at 5:30 pm in the meeting room of the Coldwater Branch Library.

ADJOURNMENT

Motion made by Frick, supported by Johnson, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:27 pm.

Respectfully Submitted,

Georgann Reppert
Acting 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