



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

Approved
January 13, 2014

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, December 16, 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; Gayle Clover; Marilyn Johnson, Martha Watson; Daniel Gordon.

ABSENT

Bonnie Frick (excused)

OTHERS PRESENT

Evette Atkin, BDL Director; John Rucker, Assistant Director/Automation; Jeanne Berg, Tech-Services; Gina Horn, Administrative Assistant; Erica Ewers.

WELCOME NEW BOARD MEMBERS

The board welcomes new BDL Board Member, Mr. Daniel Gordon.

APPROVAL OF THE AGENDA

Motion made by Clover, supported by Reppert, to approve the Agenda as amended, adding Algansee Plan of Service to the Discussion & Action items and moving item #1 (BDL Board Minutes, November, 18, 2013) and item # 13 (Chenoweth Roofing Warranty Repair). Motion carried.

TIME FOR PUBLIC COMMENTS

None.

CONSENT AGENDA (ITEMS 1-14)

Meeting Minutes

15. BDL Regular Board Meeting: November 18, 2013 *** moved to Discussion & Action item #15
16. CPL Regular Board Meeting: November 11, 2013

Finances

17. Financial Statements: November 2013
18. Branch County Penal Fine Report: November 11, 2013

Reports from Branches & Departments

19. Branches: December 12, 2013
20. Coldwater Kids' Place: December 12, 2013
21. Coldwater Adult Programming: December 12, 2013
22. Automation*: December 12, 2013

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

Statistical Reports & Informational Items

23. Monthly Statistical Report: November 2013
24. Book Budget: November 2013
25. Capital Projects: November 2013
26. Newspaper Coverage: through December 12, 2013
27. Chenoweth Roofing Warranty Repair: December 12, 2013 ***moved to Discussion & Action item #16

Correspondence & Patron Comments

28. Coldwater Life Skills and Careers Class: November 22, 2013

Motion made by Clover, supported by Watson, to approve the Consent Agenda, items 2 – 12, plus item # 14 and place the items within on file. Motion carried.

END OF CONSENT AGENDA**DISCUSSION & ACTION ITEMS (ITEMS 15-20)**

15. November Minutes: November 18, 2013 *Moved from Consent Agenda #1*

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. (corrected 12/16/2013)

Motion by Watson, supported by Clover, to approve the minutes as corrected. Motion carried.

16. Chenoweth Roofing Warranty Repair: December 12, 2013
Discussed if the photos of the roof showed improvements or not. Rucker asked the city to take a look at the roof again.
17. Bills: November 29, December 1 and December 13, 2013
Motion made by Clover, supported by Johnson, to approve the bills of November 29, December 1 and December 13, 2013. Motion carried.
18. Capital Requests: December 12, 2013
From the Quincy Branch:

Demco 2013 Annual catalog pg. 491 & 493

Slate wall piece 32x48" = \$254.99

12 - vertical sign holders @ \$12.69 each = \$152.28

4 - horizontal sign holders @ \$12.69 each = \$50.76

4 - pamphlet holders @ \$13.99 each = \$55.96

1 - double pocket @ \$19.49 each = \$19.49

Total request: \$533.48 plus shipping

Motion made by Reppert, supported by Clover, to approve the Capital request of \$533.48 plus shipping, from the Quincy Capital Fund. Motion carried

29. Director's Report: December 13, 2013

30. Policy Review: December 12, 2013

"V B. CHAIN OF COMMAND

Employee[s] will follow the chain of command for the library system. In the absence of the Director, a librarian is in charge. If no librarians are present, the Reference Aide is in charge."

Recommended changed text:

At the Coldwater branch, employees shall follow the approved ~~change~~ **chain** of command. In the absence of the Director, the Assistant Director is in charge. In the absence of the Assistant Director, the Head of Technical Services is in charge. In the event ~~that all three of the aforementioned supervisors are absent~~ are absent, ~~library staff should make every effort to contact them~~ employees should make every effort to contact **one of** them. If all attempts to contact a supervisor fails, the employee **on duty** with the highest seniority is in charge. In the case of ~~library branches~~ **the other library branches**, the Branch Manager is in charge. **In the absence of the** ~~If the Branch Manager is not available~~, questions/concerns should be ~~reported~~ directed to the Library Director, **the Assistant Director or the head of Technical Services**. ~~then follow down the approved chain of command.~~

Motion by Reppert, supported by Clover to approve the changes in the Employee Personnel Policy Manual, article V. B. as recited. Motion carried.

19. Millage Committee Report: met on December 11, 2013

Johnson reports: Everyone needs to be thinking of people who would be able to serve on the Millage Committee, saying "The more good people we have on the Millage Committee, the less work we will have to do." We need some leaders to join the group as well.

20. Personnel Committee Report: met on December 13, 2013

Motion by Watson, supported by Gordon, to have the Personnel Committee go through the entire Personnel Policy, making changes and updating it as necessary, those changes will then go to the board for final approval. Roll call vote: 5 Yes; Cherry, No. Motion carried.

21. Coldwater Branch Stairs: Cherry reports – there is a steel casing under the carpeting on the stairs, which would prevent the metal nosing from attaching properly to the stairs. A rubber nosing will be able to be installed, should the board decide to approve it. **Motion by Watson, supported by Clover, to approve the revised plan to repair the steps at the Coldwater branch, using Robin Cline and a rubber nosing. Motion carried.**

22. Algansee Twp. Plan of Service: It is the same as last year, with the only change is we are switching from the Township's fiscal year to the library's fiscal year. **Motion to approve amendment to Algansee plan of service. 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, **January 13, 2014** at 5:30 pm **in the meeting room of the Coldwater Branch Library.**

ADJOURNMENT

Motion made by Watson, supported by Johnson, to adjourn the meeting. Motion carried.
The meeting was adjourned at 6:50 pm.

Respectfully Submitted,

Marilyn Johnson
Acting 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