



ERICA EWERS, County-at-Large  
BONNIE FRICK, Quincy  
DANIEL GORDON, City of Coldwater  
BENJAMIN JEWELL, City of Coldwater  
MARILYN JOHNSON, Union Twp.  
LEWIS UHRIG, Bronson  
MARTHA WATSON, County-at-Large

Approved  
March 17, 2014

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, January 13, 2014  
5:30 pm

## MINUTES

### CALL TO ORDER

BDL Director, Evette Atkin called the meeting to order at 6:00 pm.

### ATTENDANCE

Bonnie Frick, Daniel Gordon, Ben Jewell, Marilyn Johnson, Lewis Uhrig, Martha Watson.

### ABSENT

Erica Ewers (excused)

### OTHERS PRESENT

Jeanne Berg; John Rucker; Lynnell Eash; Evette Atkin; Gina Horn.

### ELECTION OF OFFICERS & COMMITTEE ASSIGNMENTS

Atkin opens the meeting of the Branch District Library Board of Trustees by calling for nominations for President.

**Frick nominated Watson for BDL Board President, supported by Gordon. Motion carried.**

Watson takes over meeting, calling for nominations for BDL Board Vice President.

**Gordon nominates Ewers for Vice President, supported by Johnson. Motion carried.**

Watson calls for nominations for BDL Board Secretary.

**Johnson nominates Frick for BDL Board Secretary, supported by Gordon. Motion carried.**

### COLDWATER PUBLIC LIBRARY REPRESENTATIVES

Both County-at-Large Representatives (Daniel Gordon & Benjamin Jewell) agree to attend CPL meetings on alternating months, starting with Gordon in February.

### COMMITTEE ASSIGNMENTS

- Building Committee: Louie Uhrig, Erica Ewers, Daniel Gordon, Carole Bolton.
- Children's Services Committee: Erica Ewers, Marilyn Johnson, Bonnie Frick.
- Finance Committee: Daniel Gordon, Bonnie Frick, Erica Ewers.
- Personnel Committee: Ben Jewell, Martha Stewart Watson, Marilyn Johnson.
- Technology Committee: Bonnie Frick, Martha Watson, Daniel Gordon.
- Ad-Hoc Millage Committee: Marilyn Johnson, Ben Jewell, Louie Uhrig.

**APPROVAL OF THE AGENDA**

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

**TIME FOR PUBLIC COMMENTS**

None.

**CONSENT AGENDA (ITEMS 1-6)**Meeting Minutes

1. BDL Regular Board Meeting: December 16, 2013  
CPL Regular Board Meeting: Not available

Finances

Financial Statements: Not available  
Branch County Penal Fine Report: Not available

Reports from Branches & Departments

2. Branches: January 10, 2014
3. Coldwater Kids' Place: January 2014  
Coldwater Adult Programming: No report  
Systems Librarian\*: No report  
\* The Systems Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

Statistical Reports & Informational Items

4. Monthly Statistical Report: December 2013
5. Book Budget: December 2013  
Capital Projects: Not available
6. Newspaper Coverage: January 10, 2014

Correspondence & Patron Comments

None

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

**END OF CONSENT AGENDA****DISCUSSION & ACTION ITEMS (ITEMS 7-11)**

7. 2014 Operating Budget Amendment: **Motion made by Frick, supported by Johnson to include Sherwood Capital transfer in the 2014 budget. Motion carried.**
8. Bills: December 27, 2013, January 1, 2014 and January 10, 2014  
**Motion made by Gordon, supported by Jewell, to approve the bills of December 27, 2013, January 1, 2014 and January 10, 2014. Motion carried.**
9. Employee Pay for Unexpected Closings: We were closed on Monday and Tuesday and do not currently have a policy.

*REPORTING PAY Reporting pay is compensation that employees may receive in circumstances where the Library sends regular employees home, or informs regular employees prior to the start of their shift that they should not report for work, due to no fault of the employees. Examples include emergency closure of the Library due to severe weather or natural disaster. The Library will compensate the regular employees for their shift, or remainder thereof.* **Motion made by Uhrig, supported by Gordon, adopt the policy for paying scheduled employees in emergency situations, when the library has to close and to make this policy retroactive for the closings we have had so far in 2014, and for the board to adopt the language from Canton Public Library policy, paragraph D., to add to the BDL Personnel Manual. Motion carried.**

10. Director's Report: January 10, 2014

11. Policy Review: Part III, Section A. Borrowing Privileges.

Part III, Section A. BORROWING PRIVILEGES All circulating materials owned by the library system are available to the staff. These materials are checked out according to normal procedures. Staff members are not charged overdue fines; however, they are expected to return materials on time. Materials in Technical Services are not to be removed prior to processing except by specific permission of the Technical Services Librarian. **Motion by Uhrig, supported by Jewell, to approve the suggested change to the Personnel Policy, Part III, Section A. Borrowing Privileges as follows:**

All circulating materials owned by the library system are available to the staff. These materials are checked out according to normal procedures. Staff members are not charged overdue fines; however, they are expected to return materials on time. **All materials must be checked out prior to leaving the building.** Materials in Technical Services are not to be removed prior to processing except by specific permission of the Technical Services Librarian.\_

**Motion carried**

12. Board Meeting Per diem Waiver

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, February 17, 2014 at 5:30 pm in the meeting room of the Coldwater Branch Library.

#### **ADJOURNMENT**

**Motion made by Uhrig, supported by Johnson, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:18 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](mailto:secretary@BranchDistrictLibrary.org)