



ERICA EWERS, President, County-at-Large  
BENJAMIN JEWELL, Vice President, City of Coldwater  
MARILYN JOHNSON, Secretary, Union Twp.  
DANIEL GORDON, City of Coldwater  
SUSAN SMITH, Quincy  
LEWIS UHRIG, Bronson  
MARTHA WATSON, County-at-Large

Approved  
May 16, 2016

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, April 18, 2016  
5:30 pm

## MINUTES

1. **Call to Order**

BDL President Erica Ewers called the meeting to order at 5:30 pm.

2. **Pledge of Allegiance**

3. **Roll Call / Attendance**

Board Members Present: Erica Ewers, Benjamin Jewell, Marilyn Johnson, Susan Smith, Martha Watson.

Board Members Absent: Dan Gordon (excused), Louie Uhrig (excused).

Others Present: John Rucker, Gina Horn, Lisa Wood, Kimberly Feltner.

4. **Time for Public Comments**

None.

5. **Consent Agenda (Items A-P)**

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

- A. BDL Regular Board Meeting Minutes: March 21, 2016
- B. CPL Regular Board Meeting Minutes: March 14, 2016
- C. Quarterly Financial Statements: Three Months Ending March 31, 2016
- D. Financial Statements: March 2016
- E. Branch County Penal Fine Report: March 2016
- F. Acting Director's Report: April 14, 2016
- G. Branch Reports: April 2016
- H. Coldwater Kids' Place Report: April 2016
- I. Coldwater Adult Programming Report: April 2016
- J. Systems Librarian Report\*: April 14, 2016
- K. Monthly Statistical Report: March 2016
- L. Book Budget: March 2016
- M. Capital Projects: March 2016
- N. Community Promotions Budget: March 2016

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

- O. Newspaper Coverage: April 15, 2016  
Patron Comments:
- P. Correspondence: City of Coldwater Industrial facilities Tax Exemption

END OF CONSENT AGENDA

- 6. **Approval of the Agenda**  
**Motion made by Watson, supported by Jewell, to approve the Agenda as written. Motion carried.**
- 7. **Bills: March 1, 4, and 18, 2016**  
**Motion made by Watson, supported by Jewell, to approve the bills of of March 1, 4 and 18, 2016. Motion carried.**
- 8. **Capital Requests:**  
**Motion made by Watson, supported by Smith, to approve the purchase of a DVD buffer/repair machine for a total of \$1,930 from the Coldwater Capital Fund. Motion carried.**  
  
**Motion made by Johnson, supported by Watson, to rescind the motion from March 2016 authorizing \$7,900 from Union Twp. Branch Capital and approve using the current full balance of the trust at Southern Michigan as requested for \$6,840.63 and using the remanding \$2,310.97 from the Dearth Union Twp. Branch Capital Fund. Motion carried.**  
  
**Motion by Johnson, supported by Smith, to approve Union Capital request for the purchase of a DVD JFJ Easy PRO DVD/CD Cleaning and Scratch Removing Kit \$131.54 + S&H. Motion carried.**
- 9. **Bronson City DDA: Motion by Watson, supported by Jewell, resolved to opt out of the Bronson DDA proposal.**  
**Roll call vote: Ayes: 5      Nays: 0    Absent: 2    Motion carried.**
- 10. **Coldwater Branch Sunday Hours Update: Motion by Watson, supported by Johnson, to continue Sunday hours though the end of the year at the Coldwater Branch. Motion carried.**
- 11. **List of Fines and Fees:**  
**Motion by Jewell, supported by Smith, to approve the list of Fines and Fees with the addition of 50 cent replacement cost for library cards. Motion carried.**
- 12. **Rescission of Outdated Policies: Motion made by Watson, supported by Jewell, to approve rescission of outdated policies as presented. Motion carried.**
- 13. **Director Search Update:**  
**Motion by Watson, supported by Jewell, to approve of the expenditure of up to \$250 for refreshments for the reception following the public forum.**  
  
**Motion by Watson, supported by Jewell, to rescind motion for expenditure of up to \$250**

**for refreshments following the reception.**

**Motion by Watson, supported by Smith, to authorize the expenditure of funds for up to \$500 for refreshments following the reception and for welcome baskets for the finalist to come from the District Promotions. Motion carried.**

**Motion by Watson, supported by Smith, to authorize the Search Committee to approve the expenditure of funds to reimburse reasonable travel expenses for the finalists and the finalists' spouses/partners to come to Coldwater for the finalist process. "Reasonable travel expenses" would include whatever is covered under the gsa.gov website and would typically include the lesser of economy air fare or mileage to drive their own vehicle, airline baggage fees, low cost car rental for those who fly in, meals, hotel, and miscellaneous, to be paid from the undesignated fund; it is expected that candidates who have to travel a long distance to arrive on Thursday and leave on Sunday; all expenses would need to be submitted with receipts on an expense reimbursement form by May 30<sup>th</sup>. Motion carried.**

14. **Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be a special meeting on Wednesday, April 27, 2016, at 5:30 pm in the meeting room of the Coldwater Branch Library to announce the finalists for the Director Search.

The next scheduled meeting of the Branch District Library Board of Trustees will be a public forum with candidates for library director. The forum will be held Thursday, May 12, 2016 at 5:30 pm at the Coldwater Township Hall, 319 Sprague Road, Coldwater, Michigan.

On Friday, May 13, 2016, at 9:00 am, the Branch District Library Board of Trustees will convene in a public meeting to conduct the interviews of the finalist candidates for library director. Interviews will also be held at the Coldwater Township Hall, 319 Sprague Road, Coldwater, Michigan.

The next regular meeting of the Branch District Library Board of Trustees will be held Monday, May 16, 2016, at 5:30 pm at the Algansee Branch Library.

15. **Additional Public Comments**

None.

16. **Adjournment**

Respectfully Submitted,



Marilyn Johnson  
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