

Board of Trustees Regular Meeting
Alganssee Branch Library
580-B S. Ray Quincy Rd.
Quincy, MI 49082
Monday, May 16, 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, Daniel Gordon, Marilyn Johnson, Susan Smith, Lewis Uhrig, Martha Watson.

Board Members Absent: Benjamin Jewell (excused)

Others Present: Jan Clark, John Rucker, Gina Horn, Darlene Curtis, Kimberly Feltner, Lynnell Eash.

4. Time for Public Comments

None.

5. Consent Agenda (Items A-Q)

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

A) BDL Regular Board Meeting Minutes: April 18, 2016

B) BDL Special Board Meeting Minutes: April 27, 2016

C) BDL Special Board Meeting Minutes: May 13, 2016

D) CPL Regular Board Meeting Minutes: April 11, 2016

E) Financial Statements: April 2016

F) Branch County Penal Fine Report: April 2016

G) Acting Director's Report: May 13, 2016

H) Branch Reports: May 2016

I) Coldwater Kids' Place Report: May 2016

J) Coldwater Adult Programming Report: May 2016

K) Systems Librarian Report*: May 13, 2016

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

L) Monthly Statistical Report: April 2016

M) Book Budget: April 2016

N) Capital Projects: April 2016

- O) Community Promotions Budget: April 2016**
- P) Trust Information: April 2016**
- Q) Newspaper Coverage: May 13, 2016**
 - Patron Comments: none**
 - Correspondence: none**

END OF CONSENT AGENDA

6. **Approval of the Agenda**
Motion made by Gordon, supported by Smith, to approve the Agenda as written. Motion carried.
7. **Bills: April 1, April 15, and April 29, 2016**
Motion made by Watson, supported by Johnson, to approve the bills of April 1, April 15, and April 29, 2016. Motion carried.
8. **Capital Requests:**
 - A) **Alganssee Branch**
Motion made by Ewers, supported by Watson, to approve the purchase of a paper cutter, sidewalk sign and mobile shelving unit for a total of \$1,236.32 with shipping and handling to be paid from Alganssee Capital fund. Motion carried.
 - B) **Coldwater Branch**
Motion made by Uhrig, supported by Watson, to approve the purchase of a Cricut cutting machine for a total of \$249.99 to be paid from the Coldwater Capital fund. Motion carried.
9. **Finance Committee Report: Met April 27, 2016**
 - **Forgiveness of Overdue Fines Policy (1995): Recommend to rescind Motion made by Watson, supported by Smith to rescind the Forgiveness of Overdue Fine Policy. Motion carried.**
 - **Policy on Library Materials Budget (1995): Recommend to rescind Motion by Uhrig, supported by Gordon, to rescind the Policy on Library Materials Budget. Motion carried.**
 - **Reimbursement Policy (draft) Motion by Watson, supported by Gordon to table the Reimbursement Policy until the June meeting. Motion carried.**
 - **Credit Card / Line of Credit Policy (draft) Motion by Watson, supported by Gordon, to adopt the Credit Card / Line of Credit Policy. Motion carried.**
 - **Chemical Bank CD: Maturing May 20, 2016 Motion by Gordon, supported by Johnson, to close the CD at Chemical bank and move the funds to Southern Michigan Bank in a CD at the rate of 1.15% for 24 months. Motion carried.**
10. **Request for New Line of Credit: Amazon Corporate Credit Line**
Motion by Watson, supported by Smith, to approve the Amazon Corporate Credit Line. Motion carried.

11. Building Committee Report: Met April 28, 2016**A) Roofing**

Motion made by Watson, supported by Uhrig, to authorize Rucker to hire Hoekstra Roofing per their quote to investigate and repair leaks. Quote states price not to exceed \$1850.00 per day of work. Motion carried.

B) Office Updates

Motion made by Watson, supported by Smith, that the Assistant Director be authorized to spend an amount not to exceed \$12,000 for total project, to come from Steven's Trust donation funds.

C) Coldwater Branch Lease Draft

Motion made by Uhrig, supported by Gordon, to approve a 5-year renewal of current lease (with typographical corrections to original). Motion carried.

12. Director Search Update: Watson reported that Linda Lyshol has accepted the offer. Watson would like each board member to come up with a list of what they would like to see happen in the first 90 days and in the first year. These should be emailed to the Personnel Committee. The Personnel Committee will compile the list and report at the June meeting.

Motion made by Johnson, supported by Uhrig, to move the start date for the Director to on or before July 5, 2016 pending background check. Motion carried.

13. Alganssee Branch report: Jan Clark reports.

- A) We have been ordering lots of new books for the library.
- B) We are getting ready for the Summer Reading Program and have 3 programs planned.
- C) This is the last month for the Knitting Club. It was a very popular program.
- D) Jessie continues to do crafts with the kids as they come into the library.

14. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 20, 2016, at 5:30 pm at the Bronson Branch Library.

15. Additional Public Comments

None.

16. Adjournment: Motion by Watson, supported by Gordon, to adjourn the meeting. Meeting adjourned at 6:20.

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