

Board of Trustees Regular Meeting
Bronson Branch Library
207 N. Matteson Rd., Bronson MI 49082
Monday, June 20, 2016
5:30 pm

MINUTES

1. **Call to Order**
BDL President Erica Ewers called the meeting to order at 5:26 pm.
2. **Pledge of Allegiance**
3. **Roll Call / Attendance**
Board Members Present: Erica Ewers, Daniel Gordon, , Marilyn Johnson, Benjamin Jewell, Lewis Uhrig, Martha Watson.
Board Members Absent: Susan Smith (excused)
Others Present: John Rucker, Gina Horn, Lynnell Eash, Darlene Curtis, Steve Watson, Kimberly Feltner.
4. **Time for Public Comments**
Carol Brown from the Quincy Friends passed away.
5. **Consent Agenda (Items A-Q)**
Motion made by Uhrig supported by Gordon, to approve the Consent Agenda as taking out J) Statistical Report and place the items within on file. Motion carried.
 - A) BDL Regular Board Meeting Minutes: May 16, 2016
 - B) CPL Regular Board Meeting Minutes: May 9, 2016
 - C) Financial Statements: May 2016
 - D) Branch County Penal Fine Report: May 2016
 - E) Acting Director's Report: June 17, 2016
 - F) Branch Reports: June 2016
 - G) Coldwater Kids' Place Report: June 2016
 - H) Coldwater Adult Programming Report: June 2016
 - I) Systems Librarian Report*: June 17, 2016
* The Systems Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.
 - J) Monthly Statistical Report: May 2016
 - K) Book Budget: May 2016
 - L) Capital Projects: May 2016
 - M) Community Promotions Budget: May 2016
 - N) Trust Information: May 2016
 - O) Financial Information: May 2016
 - P) Newspaper Coverage: June 17, 2016
 - Q) Patron Comments: June 17, 2016

END OF CONSENT AGENDA

6. **Approval of the Agenda**
Motion made by Watson, supported by Uhrig to approve the Agenda adding #15 L-4029 Millage request report. Motion carried.

7. **Bills: May 1, 13 and 27, 2016**
Motion made by Watson, supported by Johnson, to approve the bills of May 1, 13 and 27, 2016. Motion carried.
8. **CD Renewal: Motion by Watson, supported by Jewell, to move the CD at Honor to Chemical Bank at 1.15% for 25 months. Motion carried.**
9. **Capital Requests:**
Motion made by Watson, supported by Gordon to approve, \$99.99 from Coldwater Capital for a Brother Fax-2840 Laser Fax Machine. Motion carried.
10. **Technology Committee: Met June 8, 2016**
Motion by Watson, supported by Jewell, to approve the \$41,068.59 to fulfill the 5-year hardware plan for 2016 (25 desktop computers and 8 laptop computers from PCM (\$18,917.91); 5 servers from Systems 76 (\$17,564.00); 5 routers from pfSense (\$2,913.31); 5 barcode scanners from ID Automation (\$1,673.37) as recommendation by the Technology Committee. Motion carried.
11. **Finance Committee: Met June 8, 2016**
Motion by Gordon, supported by Jewell, to approve 50% under the (Educational Reimbursement) policy for future expenses and 50% retroactive for Feltner only. Motion carried.
12. **Personnel Committee:**
 - A) **First Year Director Expectations: Motion by Watson support by Jewell to approve expectations with changes. Motion carried.**
 - B) **Moving Expense: Motion by Watson, supported by Gordon to increase the Director's moving expense reimbursement from \$10,000 to \$15,000. Johnson voted no, all others yes. Motion carried.**
13. **Expense Reimbursement Policy: Motion by Watson, supported by Gordon, to approve the Expense Reimbursement Policy as submitted. Motion carried.**
14. **Coldwater Branch Lease: Motion by Jewell, supported by Gordon, to table this until we can get a legal description of property line clarification. Motion carried.**
15. **Union Twp. / Burlington Twp.: Motion by Watson, supported by Jewell, to refer the Union Twp./Burlington Twp. Issue to the Public Services Committee. Motion carried.**
16. **L-4029: Motion by Gordon, supported by Jewell, to levy the full millage allowable of 1.105. Motion carried.**
17. **Report from this month's host branch: Bronson**
 - A) **The school year ended with tours of the library.**
 - B) **We have Summer Reading registration and had 52 people sign up the first day.**
 - C) **We have had a number of new patrons registered.**
 - D) **10 programs are scheduled for June.**
 - E) **The basement is open for teens. Steve will be monitoring and guiding activities.**
 - F) **The township repaired the roof.**
 - G) **Our Tea and Garden tour went really well.**
18. **Announcements**
The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 18, 2016, at 5:30 pm at the Quincy Branch Library.
19. **Additional Public Comments**
Lisa Wood- Carol Brown had 17 years as the Quincy Friends liaison to the Board.

20. Adjournment: Motion by Gordon, supported by Watson, to adjourn the meeting. Meeting adjourned at 6:40 pm.

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