



Approved
February 20, 2017

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, January 16, 2017
5:30 pm

MINUTES

1. Call to Order

BDL Director, Linda Lyshol 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: Daniel Gordon (excused)

Others Present: Linda Lyshol, John Rucker, Lynnell Eash, Lisa Wood, Kimberly Feltner, Gina Horn, Steve Watson.

4. Election of Officers

Lyshol called for nominations for Branch District Library Board President. **Motion made by Watson, supported by Smith, to nominate Erica Ewers for President. Motion carried.**

President Ewers called for nominations for Vice President. **Motion made by Watson, supported by Smith, to nominate Ben Jewell for Vice President. Motion carried.**

Ewers called for nominations for Secretary. **Motion made by Watson, supported by Smith, to nominate Marilyn Johnson for Secretary. Motion carried.**

5. Update Banks

Motion by Ewers, supported by Watson, to keep Southern Michigan Band and Trust, Chemical Bank, Honor Credit Union, and Century Bank and Trust as possible banking institutions for 2017, and to keep BDL Board President and Secretary as signers for 2017. Motion carried.

6. 2017 Committee Assignments

Motion by Watson, supported by supported by Jewell, to keep the Committee Assignments the same as 2016, and adding Jewell to the Building Committee. Motion carried.

Building Committee: Erica Ewers, Daniel Gordon, Benjamin Jewell, Carole Bolton

Children's Services Committee: Erica Ewers, Marilyn Johnson, Susan Smith

Finance Committee: Erica Ewers, Daniel Gordon, Benjamin Jewell

Personnel Committee: Benjamin Jewell, Marilyn Johnson, Martha Watson

Public Services Committee: Daniel Gordon, Susan Smith, Martha Watson

Technology Committee: Daniel Gordon, Susan Smith, Martha Watson

7. Time for Public Comments

None.

8. Consent Agenda (Items A-G)

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

- A) BDL Regular Board Meeting Minutes: December 19, 2016
Financial Statements: N/A
- B) Financial Reports: December 31, 2016
Branch County Penal Fine Report: N/A
- C) Director's Report: January 16, 2017
- D) Assistant Director's Report: January 13, 2017
- E) Branch Reports: December 2016
- F) Monthly Statistical Report: December 2016
- G) Publicity and Comments: December 2016

END OF CONSENT AGENDA

9. Approval of the Agenda

Motion made by Jewell, supported by Watson, to approve the Agenda, adding Building Committee. Motion carried.

10. Bills: December 1, 9, and December 23, 2016

Motion made by Jewell, supported by Watson to approve the bills of December 1, 9, and December 23, 2016. Motion carried.

11. Personnel Committee Meeting

Approval of Teen Services Librarian Job Description

Motion by Watson, supported by Jewell, to approve the Teen Services Librarian job description.

Motion by Watson, supported by Smith, to approve the contract for Jessica Tefft, Teen Services Librarian. Motion approved.

12. Building Committee: Met January 16, 2017

(Carole Bolton, Erica Ewers, Ben Jewell, John Rucker, Kimberly Feltner, Linda Lyshol, Gina Horn)

Discussed needed repairs on the building. The Building Committee recommends that the board approve electronic locks for the staff entrance (\$5,000), replacing the computer tables at the Coldwater branch (\$5,000), and purchasing 2 changing tables (\$410). The total for all 3 projects is \$10,410.

Motion by Ewers, supported by Watson, to approve the Building Committee's recommendation for electronic locks for the staff entrance (\$5,000), replacing the computer tables at the Coldwater branch (\$5,000), and purchasing 2 changing tables (\$410) from the Coldwater Capital, \$10,410. Motion carried.

13. Director's 6-month Evaluation

Motion by Watson, supported by Jewell, to change Director's reporting by email to bi-weekly.

Motion by Jewell, supported by Watson, to change the full-day visit to each of the branches to the proposed schedule that Lyshol had submitted. Motion carried.

Motion by Watson, supported by Jewell, to approve the 6-month performance evaluation. Motion carried.

14. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 20, 2017 at 5:30 pm in the meeting room of the Coldwater Branch Library.

15. Additional Public Comments

None.

16. Adjournment

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

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