



Branch District  
Library  
www.BranchDistrictLibrary.org

BENJAMIN JEWELL, President, City of Coldwater  
SUSAN SMITH, Vice President, Quincy Twp.  
MARTHA WATSON, Secretary, County-at-Large  
MARGARET CLEMENS, Trustee, Bronson Twp.  
DANIEL GORDON, Trustee, City of Coldwater  
DOLORES HUFFMAN, Trustee, County-at-Large  
TOM LOWANDE, TRUSTEE, UNION TWP.

**Approved  
January 17,  
2018**

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, December 18, 2017  
5:30 pm

## MINUTES

### 1. Call to Order

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

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Susan Smith, Martha Watson, Margaret Clemens, Dolores Huffman, Marilyn Johnson.

Board Members Absent: Daniel Gordon (excused)

Others Present: Linda Lyshol, John Rucker, Kimberly Feltner, Lynnell Eash, Gina Horn, Tom Lowande, Kathy Madden.

### 4. Time for Public Comments

None.

### 5. Consent Agenda (Items A-I)

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

- BDL Regular Board Meeting Minutes: November 20, 2017
- BDL Special Board Meeting Minutes: November 28, 2017
- Bills: November 1 – 30, 2017
- Financial Statements: November 2017
- Branch County Penal Fine Report: November 2017
- Administrative Reports: December 2017
- Branch Reports: December 2017
- Monthly Statistical Report: November 2017
- Publicity and Comments: November & December 2017

END OF CONSENT AGENDA

### 6. Approval of the Agenda

**Motion by Watson, supported by Smith, to approve the Agenda, adding Board Attendance at the next Strategic Planning Meeting as requested by President Jewell. Motion carried.**

### 7. Final Draft of the 2018 Budget

**Motion by Watson, supported by Clemens, to approve the proposed 2018 Budget.**

**Roll Call Vote:**

- **Ayes: Clemons, Huffman, Jewell, Smith & Watson**
- **Nays: Johnson**
- **Absent: 1**
- **Motion carried.**

**8. Strategic Planning Meeting:**

Jewell added this agenda item at the request of the Director. Watson had indicated her intent to attend the planned staff retreat to collect employee input on the development of a draft strategic plan. The Director felt that the presence of board members might have a dampening effect on staff participation which is a critical part of the process. Watson and Clemons, who are the two remaining board representatives on the strategic planning committee, both felt that their participation was also important in the process, especially if it was expected that they would be advocates for adoption of the proposed strategic plan when it is eventually brought to the board for approval. Watson and Clemens will be attending the retreat on January 12, 2018.

**9. 2018 Special Revenues Budget**

**Motion by Watson, supported by Smith, to approve the 2018 Special Revenues Budget. Motion carried.**

Placed on file.

**10. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, January 15, 2018, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**11. Additional Public Comments**

Clemens clarified and corrected statements made by Dorothy Cherry in a letter she recently provided to board members.

**12. Adjournment**

**Motion by Smith, supported by Johnson, to adjourn the meeting. Meeting adjourned at 6:37pm**

Respectfully Submitted,



Martha J. Watson  
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