



Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Wednesday, January 17, 2018
5:30 pm

**Approved
2/19/2018**

MINUTES

1. Call to Order

BDL Director Lyshol called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Tom Lowande, Susan Smith, Martha Watson

Board Members Absent: Margaret Clemens (excused), Daniel Gordon (excused)

Others Present: Lynnell Eash, Kimberly Feltner, John Rucker, Jessica Tefft, Lisa Wood

4. Trustee Resignation / Welcome to New Trustee

Tom Lowande joins us tonight as the new representative for Union Twp.

5. Election of Officers

Lyshol called for nominations for BDL Library Board President.

Motion by Watson, supported by Smith, to nominate Jewell for President. Motion Carried.

Jewell called for nominations for BDL Library Board Vice President.

Motion by Watson, supported by Jewell, to nominate Smith for Vice President. Motion Carried.

Jewell called for nominations for BDL Library Board Secretary.

Motion by Smith, supported by Jewell, to nominate Watson for Secretary. Motion Carried.

6. Update Bank Signatures

No action needed, since there was no change to Board Officers.

7. 2018 Committee Assignments

Motion by Watson, supported by Smith, to remove the Children's Services Committee. Motion Carried.

Discussion was that there was no longer a need for a Children's Services Committee since we created the Public Services Committee. Any children's services fall under the umbrella of public services. Committee membership for 2018 will be:

Building Committee: Margaret Clemens, Benjamin Jewell, Martha Watson, Carole Bolton

Finance Committee: Margaret Clemens, Benjamin Jewell, Susan Smith

Personnel Committee: Benjamin Jewell, Tom Lowande, Martha Watson

Public Services Committee: Tom Lowande, Susan Smith, [vacant]

Technology Committee: Susan Smith, Martha Watson, [vacant]

Note: Committees will be revisited and vacancies filled once all trustee vacancies have been filled.

8. Public Comments

None.

9. Consent Agenda (Items A-F)

Motion by Lowande, supported by Watson, to approve the Consent Agenda as presented and place the items within on file. Motion carried.

A) BDL Regular Board Meeting Minutes: December 11, 2017

B) Bills: December 1-31, 2017

Financial Statements: not available

Branch County Penal Fine Report: not available

C) Administrative Reports: January 2018

D) Branch Reports: January 2018

E) Monthly Statistical Report: December 2017

F) Publicity and Comments: January 2018

END OF CONSENT AGENDA

10. Approval of the Agenda

Motion by Watson, supported by Jewell, to approve the Agenda with the addition of the following items: 12A – Trustee Resignation, 12B – Employee Recognition, 12C – Technology Budget. Motion carried.

Motion by Watson, supported by Smith, to approve the amended Agenda with the addition item 13 – Strategic Planning Process Update. Motion carried.

11. Capital Requests:

Motion by Watson, supported by Smith, to approve up to \$24,000 from the Quincy Branch's Capital Improvement Fund for expenses relating to moving the contents of the Quincy Branch and liability coverage while the contents are out of the building. Motion carried.

12. Personnel Committee: Met January 8, 2018

Jewell reported on meeting regarding a merit salary increase recommended by Lyshol for Teen Services Librarian, Jessica Tefft. Discussion. Tefft recognized as doing a great job.

Motion by Watson, supported by Smith, to increase the annual salary of Jessica Tefft to \$42,000. Motion Carried.

12A. Trustee Resignation

Jewell reported that Dolores Huffman tendered her resignation letter to him after the December 2018 BDL Board Meeting.

Motion by Watson, supported by Jewell, to accept Huffman's resignation. Motion Carried.

12B. Employee Recognition

Watson gave a progress report on the initiative approved in April 2017 to develop a formal system of rewards and recognition for BDL employees. As part of National Library Week, April 8-14, 2018, the Board will place box ads in the *Shopper's Guide* and in the Coldwater

and Union City newspapers thanking BDL employees for their service. Sue Smith will handle this.

12C. Technology Budget

Jewell reported that as a result of capital fund changes in the 2018 BDL Budget, the annual Capital Technology budget item will have half of what it normally needs for the annual hardware replacement schedule. There are Plan of Service implications. No action taken at this time. The topic will be addressed following completion of the Strategic Planning Process.

13. Strategic Planning Process Update

Lyshol reported on the recent staff retreat and where things currently stand with the consultants from the Midwest Collaborative for Library Services (MCLS). A special meeting will be called for further Board discussion on the draft plan.

14. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 19, 2018, at 5:30 pm in the meeting room of the Coldwater Branch Library.

15. Additional Public Comments

None.

16. Adjournment

Motion by Lowande, supported by Watson, to adjourn. Motion Carried.

Meeting adjourned at 6:34pm.

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