



Branch District  
Library  
www.BranchDistrictLibrary.org

BENJAMIN JEWELL, President, City of Coldwater  
THOMAS LOWANDE, Vice President, Union Twp.  
MARTHA WATSON, Secretary, City of Coldwater  
CINDY BLAND, Trustee, Quincy Twp.  
SUSAN BROOKS, Trustee, County-at-Large  
MARGARET CLEMENS, Trustee, Bronson Twp.  
KIMBERLY LANGWORTHY, Trustee, County-at-Large

**Approved on  
February 18, 2019**

**Board of Trustees Regular Meeting  
Branch District Library – ColdwaterBranch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, 1/21/2019  
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: Ben Jewell, Tom Lowande, Martha Watson, Susan Brooks, Margaret Clemens, Kim Langworthy, Cindy Bland.

Board Members Absent/Excused:

Staff Present: Linda Lyshol, Gina Horn, John Rucker, Kimberly Feltner, Lynnell Eash, Lisa Wood, Toni Dauster, and Jessica Tefft.

Others Present: Bonnie Frick, Sam Greenberg

### **4. Welcome and Introduction of New Trustee**

Director Lyshol introduced the new trustee representing Quincy Township, Cindy Bland, and Board members and staff introduced themselves to her.

### **5. Election of Officers**

Ben Jewell was nominated for President by Martha Watson, supported by Tom Lowande. There were no other nominations and he was elected.

Tom Lowande was nominated for Vice President by Kim Langworthy, supported by Martha Watson. There were no other nominations and he was elected.

Martha Watson was nominated for Secretary by Tom Lowande, supported by Kim Langworthy. There were no other nominations and she was elected.

### **6. Update Bank Signatures – None needed except for Tom Lowande who will meet with Gina to take care of it.**

## 7. 2018 Committee Assignments

The highlighted names below are new on the committees. Otherwise, they remain the same as in 2018.

### Committee Assignments

- **Building Committee**
  - Margaret Clemens
  - Benjamin Jewell
  - Martha Watson
  - Carole Bolton (Coldwater Branch Advisory Board)
- **Finance Committee**
  - Margaret Clemens
  - Benjamin Jewell
  - Kim Langworthy
- **Personnel Committee**
  - Benjamin Jewell
  - Tom Lowande
  - Martha Watson
- **Public Services Committee**
  - Kim Langworthy
  - Tom Lowande
  - Cindy Bland
- **Technology Committee**
  - Sue Brooks
  - Martha Watson

## 8. Time for Public Comments.

Bonnie Frick, a member of the Quincy Branch Advisory Board, expressed concern about two matters: (1) the County Board's appointment process of the new trustee representing Quincy and (2) the high costs of personnel in the BDL's 2019 budget. She expressed the Quincy Advisory Board's support for the new trustee, but also its unhappiness with the process which resulted in the County Board's failure to reappoint the previous Quincy trustee even though she had applied for reappointment. With regard to the high personnel costs, Ms. Frick reminded the Board that the BDL has gone through very tough budget times and that the new millage that was passed is only temporary and will be coming up for a renewal vote in a few years. She pointed out that in the last year we have grown to 20 full-time employees with increased insurance costs as well as increased salary costs. She also noted that the Board of Trustees adopted a budget which is not balanced.

Sam Greenberg from the Literacy Council distributed a flyer about the Council's upcoming Reading Tutor and Literacy Advocate Workshop on January 26<sup>th</sup> from 9:30am-10:30 am. She invited trustees to attend the workshop. She also expressed the Literacy Council appreciation for the Board of Trustees' approval of the Council's Wine & Cheese event at the Coldwater Branch a few months ago. She said she is still receiving positive feedback from the community about the event.

## 9. Consent Agenda (Items A-F)

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

- A) BDL Regular Meeting Minutes: 1/21/2019
- B) Bills: December 2018  
Financial Statements: Not available until audit is complete
- C) Branch County Penal Fine Report: November 2018
- D) Administrative Reports: January 2019
- E) Branch Reports: January 2019  
Monthly Statistical Report: Not available until audit is complete
- F) Publicity and Comments: December 2018/January 2019

**10. Approval of the Agenda**

Motion by Lowande, supported by Watson, to approve the Agenda. Motion carried.

**11. Finance Committee Report of Meeting on 10 January 2019**

This was an informational item and no action was requested or taken. Ben Jewell reported on the Finance Committee's meeting. He said that the audit firm has advised us that we cannot amend the 2018 budget in 2019; it may only be amended in 2018. He also acknowledged the budget issue raised by Ms. Frick in her public comments and said that it is on the Finance Committee's agenda.

**12. Personnel Committee Report on 9 January 2019 Meeting**

This was an informational item and no action was requested or taken. Martha Watson reported that the Personnel Committee discussed some performance management concerns and the budget-related personnel issues. The Personnel Committee is meeting again on January 22<sup>nd</sup> to review a draft performance evaluation policy and form.

**13. FOIA Update**

The Director reported on recent legal news about changes in the state Freedom of Information Act. The changes necessitate changes in our FOIA Policy to include language requiring people making FOIA requests to provide the complete personal name, valid address, and telephone number or email address of the requestor or the requestor's agent. Motion by Watson, supported by Lowande, to approve the proposed amendment to the BDL's FOIA Policy. Motion carried.

**14. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 18, 2019 at 5:30 pm, in the Coldwater Branch meeting room.

**15. Additional Public Comments – None.****16. Adjournment**

Motion by Clemens, supported by Langworthy, to adjourn the meeting. Motion carried.

Respectfully Submitted,



Martha J. Watson  
BDL Board Secretary

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Branch District Library, 10 E. Chicago St., Coldwater, MI 49036  
(517) 278-2341  
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