



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

Board of Trustees Regular Meeting  
Branch District Library–Algansee Branch  
580B S Ray Quincy Rd., Quincy, MI 49082  
Monday, May 20, 2019  
5:30 pm

Approved June  
17, 2019

## MINUTES

### 1. Call to Order

BDL President Ben Jewell 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, Cindy Bland, Susan Brooks, Margaret Clemens, and Kim Langworthy.

Board Members Absent/Excused:

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Gina Horn, Lynnell Eash, Janice Clark, Tom Bland, Erica Ewers, Lori McLatcher

### 4. Time for Public Comments.

Erica Ewers thanked us for coming to the Algansee Branch.

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

Item D, Penal Fine Report moved from Consent Agenda to item #7A on the regular agenda. 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: April 15, 2019

B) Bills: April 2019

C) Financial Statements: April 2019

D) Branch County Penal Fine Report: April 2019 [Move to item #7A on the regular agenda.]

E) Administrative Reports: May 2019

F) Branch Reports: May 2019

G) Monthly Statistical Report: April 2019

H) Publicity and Comments: May 2019

### 6. Approval of the Agenda

Motion by Bland, supported by Langworthy, to approve the Agenda with the addition of Item 7A, Penal Fine Report moved down from the Consent Agenda. Motion carried.

**7A. Branch County Penal Fine Report – Informational Item**

President Jewell reported that he learned from the County Clerk that a Michigan legislator (identity unknown) is proposing to make all county clerks state employees and to fund the change by using penal fines. No bill has yet been introduced. We need to watch for any further news on this as it would diminish or eliminate entirely our income from penal fines.

**7. Board Per Diem Forms – Informational Item**

Trustees who choose to receive their per diem payments (paid quarterly) need to complete, just one time, a Direct Deposit authorization (with a voided blank check), a Michigan W4 form and a Federal W4 form. Trustees who wish to waive receipt of the per diem payments need to do so once a year (usually in January).

**8. Purchasing Policy**

The Director requested that the Purchasing Policy be amended to add language authorizing the Director to make purchases up to a specified dollar amount from donated funds. The current policy only authorizes expenditures from the general and capital funds. Motion by Watson, supported by Bland, to amend Section II.2 of the Purchasing Policy to read, "It is the responsibility of the Library Director to approve purchases and contracts up to the amounts established in the approved budget or other amounts approved by the Board. For purchases and contracts using general fund monies: up to \$5,000; for purchases and contracts using capital fund monies: up to \$2,000; for purchases and contracts using donated fund monies: up to \$2,000, provided any applicable restrictions are followed." Motion carried.

**9. Funding Requests**

- A) Request from Bronson to spend money from two sources of donated funds totaling \$435.91 to purchase 20 STEM activity kits for afterschool programs. No action needed on this item due to the amendment to the Purchasing Policy approved in Item # 8.
- B) Motion by Watson, supported by Lowande, to approve the Bronson Branch Advisory Board's request to spend \$5,025 from the A. Barnett fund to replace 48 interior lighting fixtures with LED fixtures. Motion carried.
- C) Request from the Director to donate \$500 from the general fund operating budget or from unrestricted donation funds to Biz-Aid & the Branch Conservation District to fund a local match of \$14,500 for a state grant from the MI Dept of Environmental Quality to purchase a large compactor-bailer. There was no motion in support of this request. Discussion centered on this not being a good time to make a donation to another organization when our budget is not stable.

**10. Ad-Hoc Bylaws Committee Report**

Committee Chair Cindy Bland reported that the committee discussed several items.

- A. *Process to recruit & recommend to the City and County new Board members.* The

City is open to whatever we want to propose. The County said we need to use their process for term-end situations, and that they rely on us to submit candidates for mid-term vacancies. The Committee will do more work on this and bring a proposal back to the Board.

- B. *Term Limits.* The Committee was in agreement that we should adopt a term limit for trustees so that no one can serve more than two 4-year terms. This will ensure that no one becomes entrenched on the Board and that there is opportunity for people with new ideas to join the Board. Several board members spoke in opposition to this because of the significant difficulty in finding people interested in serving on the Board.
- C. *Board Training & Development.* The Committee was in agreement that we need to devote more time to board training and development and suggested that it would be a good idea to spend some time (maybe 15-30 minutes) at the beginning of each board meeting on a training topic. Board members were not opposed to the idea of more board training, but had problems with doing it at the beginning of board meetings and with the amount of time suggested. It was noted that board meetings for the sole purpose of training do not need to be meetings open to the public, so it might be better not to have the training as part of a regular board meeting. The Committee will revisit this and bring back a different proposal to the Board.
- D. *Committee Roles, Duties & Meetings.* The Committee talked about expanding the role of the Finance Committee to provide more oversight of the BDL's financial management, the idea of scheduling regular monthly meetings for each committee which could be canceled if no agenda, a written description of each committee's role and duties, and the director's suggestion to merge the Technology Committee into the Public Services Committee.
- 1) There was discussion about the role of the accountants in the BDL's financial management activities. There did not appear to be any consensus among board members about expanding the role of the Finance Committee.
  - 2) Board members objected to scheduling regular monthly meetings because there frequently is no need for committees to meet, and board members who have jobs typically cannot meet on a regular schedule because of the priorities of their jobs. This is especially true of the board president.
  - 3) There was consensus about the need to one-page written descriptions of the role and duties of each committee. Motion by Watson, supported by Clemens, for each committee to draft a 1-page description of its role and duties and bring it back to the Board. Motion carried.
  - 4) There was also consensus around merging the Technology and Public

Services Committees after the Director explained that most of the technology issues are directly related to the services we offer our communities. Motion by Watson, supported by Bland, to merge the Technology Committee into the Public Services Committee. Motion carried. Trustees Langworthy and Watson resigned from the Public Services Committee and the Technology Committee, respectively, so that there remain 3 trustees on the merged Public Services Committee: Bland, Brooks and Lowande.

#### **11. Public Services Committee Report**

Jessica Tefft briefed the Board on the proposal to request a \$50,000 LSTA grant to support children's literacy in our service areas. The grant proposal must include a description of how we would hope to sustain the work at the conclusion of the grant which could be after 1, 2 or 3 years. The Committee recommended the sustainability option that would do the most to continue the work funded by the grant at an annual cost of \$24,380.15. Questions were raised about any involvement by the Branch County Literacy Council (no, because its focus is on adult literacy) and what happens if we do not follow through on the sustainability option after the grant ends (nothing; there is no penalty of any kind). The only real concern expressed was our financial ability to sustain the work at the end of the grant. Motion by Lowande, supported by Brooks, to approve the request to apply for the \$50,000 LSTA grant for children's literacy with the sustainability option that is projected to cost \$24,380.15. Motion carried.

#### **12. Personnel Committee Report**

The primary focus of this meeting was on requests from the Director for some personnel changes that will give him the assistance he needs to begin restructuring the organization. The changes requested will not increase costs but, rather, will result in a decrease of about \$15,000/year from personnel costs in the 2019 Operating Budget. More details about the Director's restructuring plan, along with revised BDL job descriptions, are anticipated to be presented at the June meeting.

- A. Motion by Watson, supported by Lowande, to lift the hiring freeze for the Director to fill the Bookkeeper position on a full-time basis on the Paraprofessional pay scale which is currently \$13.99-17.90/hour. Motion carried.
- B. Motion by Watson, supported by Langworthy, to appoint Kimberly Feltner as Assistant Director at an annual salary of \$58,000. Motion carried.
- C. Motion by Watson, supported by Langworthy, to approve the employment contract for Kimberly Feltner. Motion carried.
- D. Motion by Watson, supported by Clemens, to appoint Jessica Tefft as Director of Public Services at an annual salary of \$50,000. Motion carried.

- E. Motion by Watson, supported by Langworthy, to approve the employment contract for Jessica Tefft. Motion carried.
- F. Motion by Watson, supported by Lowande, to eliminate the Teen Services Librarian position. Motion carried.
- G. Motion by Watson, supported by Langworthy, to create a Coldwater Branch Manager position with the same position description, benefits and pay scale as the other five branch managers. Motion carried. In response to a question, the Director indicated that the intent is to post the job internally.

The last matter discussed was the need to develop performance expectations for Director Rucker. Martha Watson distributed the expectations memo the Board had given the previous director. She suggested it could serve as a starting place for trustees to identify expectations for Director Rucker. There was consensus to refer the matter to the Personnel Committee to come up with a performance expectations memo for board review and approval. Trustees agreed to email Watson with their suggestions of using or discarding elements from the previous director's expectations memo and for any new items they think should be added. Director Rucker will do the same.

### **13. Staff In-Service Day**

Motion by Jewell, supported by Lowande, to close all BDL branches on October 14, 2019 for annual staff in-service training. Motion carried.

### **14. Report from the Algansee Branch Manager Janice Clark – Informational Item**

### **15. Trustee Resignation**

Trustee Margaret Clemens reported that she has submitted her resignation. There was discussion of whether or not it is really necessary for the Board to formally accept a member's resignation even though we have done so in the recent past. Motion by Watson, supported by Bland, for President Jewell to research the issue of whether the Board has to accept a member's resignation and, if so, why. Motion carried. In the meantime, there was consensus to formally accept her resignation. Motion by Langworthy, supported by Lowande, to accept Margaret Clemens' resignation from the Board effective immediately and to thank her for her service. Motion carried. There was discussion about recruiting people interesting in filling the remainder of her term. Members who know of possible candidates should let the Director or President know. The Director will notify the County Clerk of our vacancy and confirm Cindy Bland's discussions with her that we will be recruiting and referring candidates in writing to the County Board.

### **16. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 17, 2019, at 5:30 pm, in the lower level of the Bronson Branch located at 207 N Matteson Street, Bronson, MI 49028.

### **17. Additional Public Comments – None.**

**18. Adjournment**

Motion by Bland, supported by Jewell, to adjourn the meeting. Motion carried. The meeting adjourned at 7:22 pm.

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