

Board of Trustees Regular Meeting  
Branch District Library – Coldwater Branch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, January 20, 2020  
5:30 pm

**Approved  
2/17/2020**

## MINUTES

### 1. Call to Order

BDL President Ben Jewell, called the meeting to order at 5:31 pm.

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Ben Jewell, Karen Smith, Sue Smith, and Kim Langworthy.

Board Members Absent/Excused: Tom Lowande (excused), Martha Watson (excused), Susan Brooks (excused).

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Ashley McCall, Lindsay Villa.

### 4. Election of Officers

Rucker called for nominations for BDL Library Board President.

Motion by Sue Smith, supported by Karen Smith, to nominate Ben Jewell for President. Motion carried.

Jewell called for nominations for BDL Library Board Vice President.

Motion by Karen Smith, supported by Sue Smith, to nominate Tom Lowande for Vice President. Motion carried.

Jewell called for nominations for BDL Board Secretary.

Motion by Karen Smith, supported by Sue Smith, to nominate Martha Watson for Secretary. Motion carried.

### 5. Update Bank Signatures

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

### 6. Committee Assignments

Building Committee: Ben Jewell, Kim Langworthy, Tom Lowande.

Finance Committee: Susie Brooks, Kim Langworthy, Karen Smith.

Personnel Committee: Ben Jewell, Tom Lowande, Martha Watson.

Public Services Committee: Susie Brooks, Tom Lowande, Sue Smith.

Ad-hoc Bylaws Committee: Susie Brooks, Ben Jewell, Martha Watson.

### 7. Time for Public Comments. None.

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

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

- A) BDL Regular Meeting Minutes: December 16, 2019
- B) Bills: December 2019  
Financial Statements: Not available. December 2019 will be covered in the audit at the February meeting.
- C) Branch County Penal Fine Report: December 2019
- D) Administrative Reports: January 17, 2020
- E) Branch Reports: January 2020  
Monthly Statistical Report: Not available until after 2019 audit.
- F) Publicity and Comments: January 16, 2020

### 9. Approval of the Agenda

Motion by Sue Smith, supported by Kim Langworthy, to approve the Agenda. Motion carried.

### 10. Funding Requests

A) Union Township Branch is requesting approval to spend \$2,550 from the anonymous Union Township Branch facilities fund to replace 6 exterior lights and all interior fluorescent bulbs with LED lights. The proposal has been approved by the Union Township Board and by the trust department at the bank.

B) The IT Department is requesting approval of this year's technology plan computer purchases which include 34 desktops and servers & all wireless access points. The estimated cost is \$34,772 & approval to spend up to \$35,000 is requested. The amount budgeted for the year was \$40,000 & there are no other expenditures planned for this year from that line item.

C) The IT Department is requesting approval of an expenditure budgeted for in the 2020 Special Revenues Fund Budget to replace the microfilm readers at the Bronson, Coldwater, and Quincy Branches. The estimated cost for all three is \$22,485 & approval to spend up to \$23,000 is requested.

A) Motion by Sue Smith, supported by Karen Smith, to approve \$2,550 to be spent from the anonymous Union Township facilities fund to replace 6 exterior light fixtures and all interior bulbs with LED lights. Motion carried.

B) Motion by Kim Langworthy, supported by Karen Smith, to approve up to \$35,000 be spent from the general fund budget for 2020 technology plan expenditures, replacing 34 computers and all wireless access points. Motion carried.

C) Motion by Sue Smith, supported by Karen Smith, to approve up to \$23,000 to be spent from the Special Revenues fund to replace the microfilm readers at the Bronson, Coldwater, and Quincy Branches. Motion carried.

### 11. Personnel Committee Report

This was an informational item and no action was taken. The committee reported that the new Employment Handbook is almost completed. The written report (attached to the board packet) outlines the key changes. The intent is to present the handbook to the Board at the February meeting and vote on it at the March meeting so it can be implemented on April 1, 2020.

### 12. ALA Leadership Institute

The American Library Association Leadership Institute is an immersive leadership development program for library leaders. Held in Chicago in August 2020, this 4-day program is designed to return attendees to their institutions with greater self-confidence and leadership skills. This is a highly competitive program, which selects attendees based on library type, gender, ethnicity and more. Therefore, BDL may have a better chance of sending someone if multiple staff apply. Motion by Karen Smith, supported by Sue Smith, to authorize John Rucker, Kimberly Feltner, and Jessica Tefft to

apply for a seat at the 2020 American Library Association Leadership Institute. Motion carried.

**13. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 17, 2020, at 5:30 pm, in the Coldwater Branch meeting room.

**14. Additional Public Comments – None.**

**15. Adjournment**

Motion by Karen Smith, supported by Sue Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:01 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  
info@BranchDistrictLibrary.org