

Board of Trustees Regular Meeting
Conducted Virtually on Zoom/YouTube Due to the Coronavirus Situation
10 E Chicago Street, Coldwater, MI 49036
Monday, June 15, 2020
5:30 pm

MINUTES

NOTE: In accordance with Michigan Governor Gretchen Whitmer's Executive Order 2020-75, designed to help prevent the spread of the COVID-19 virus by allowing public bodies subject to the Open Meetings Act to use telephone or video conferencing technology to meet and conduct business, the Branch District Library Board of Trustees live streamed this meeting via Zoom and YouTube. Instructions were provided in the meeting notice for how the public could watch or listen to the meeting and provide public comment. All votes taken during the meeting were done by roll call.

1. Call to Order

BDL President Ben Jewell called the meeting to order at 5:35 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Ben Jewell, Tom Lowande, Martha Watson, Susan Brooks, and Sue Smith.

Board Members Absent/Excused: Kim Langworthy and Karen Smith

Others Present: John Rucker and Kimberly Feltner plus 10 others (4 via Zoom and 6 via YouTube)

4. Public Comments. None.

5. Consent Agenda (Items A-L)

Discussion to change the heading from "Items A-H" to "A-L" and to add a note to the minutes that the regular May meeting was canceled. Motion by Tom Lowande, supported by Sue Smith, to approve the Consent Agenda with the change in the heading and place the items within on file. By roll call vote, the motion carried unanimously.

A) BDL Regular Meeting Minutes: April 20, 2020

B) BDL Special Meeting Minutes: May 26, 2020 NOTE: The regular May meeting was canceled due to lack of an agenda.

C) Bills: April 2020

D) Bills: May 2020

E) Financial Statements: April 2020

F) Financial Statements: May 2020

G) Branch County Penal Fine Report: Not available yet due to the Covid-19 shutdown.

H) Administrative Reports: May-June 2020

I) Branch Reports: May-June 2020

J) Monthly Statistical Report: April 2020

K) Monthly Statistical Report: May 2020

L) Publicity and Comments: May-June 2020

6. Approval of the Agenda

Motion by Martha Watson, supported by Sue Smith, to approve the Agenda as presented. By roll call vote,

the motion carried unanimously.

7. Shamulus Trust

The BDL has been designated as a recipient of 12.5% of the remainder of the trust of Dzidra Shamulus after lump sums are distributed to other parties. The exact amount is uncertain, but whatever amount we receive is to be used to purchase children's materials. The Board must formally accept this restricted request in accord with the BDL's *Gifts and Donations Policy*. It was noted that this bequest would go directly to the BDL and not be held by a bank. Director Rucker added that whatever money came to the BDL would be split proportionately across all the branches. Motion by Martha Watson, supported by Tom Lowande, to approve the restricted bequest from the trust of Dzida Shamulus. By roll call vote, the motion carried unanimously.

8. Policy Review: *Investment Policy*

The next item on the agenda is review of a maturing certificate of deposit (CD). In the past several years, all CDs have come before the Board to decide whether to renew them, move them or take some other action. The Director believes that our 1998 *Investment Policy* authorizes the Director to manage CDs according to the parameters laid out in the policy and that it is not always possible to bring such matters before the Board in a timely manner. The Finance Committee agrees with the Director's interpretation. There was also general agreement among the trustees, along with the expressed need to update the policy.

Motion by Martha Watson, supported by Tom Lowande, to refer the 1998 *Investment Policy* to the Finance Committee for revision. Recommended revisions include:

- Changing references to the "BDLS" to "BDL";
- Updating the funds listed in the "Scope" section;
- Reviewing the language of the "Diversification" sentence in the "Objectives" section"
- Revising the "Safekeeping and Custody" section to elimination outdated references to a "treasurer"; and
- Adding language that the Director is responsible for making investment decisions about CDs, discussing his recommendations with the Finance Committee if necessary, and securing the signature of a board member who has signature authority for financial documents.

By roll call vote, the motion carried unanimously.

9. CD Renewal

A current 24-month CD with a 0.3% interest rate at Southern Michigan Bank and Trust matured on May 23. The automatic renewal would see the CD staying at 24 months, but the interest rate would drop to 0.25%. However, the bank offered us a special to renew for 23 months at 0.5%. Motion by Martha Watson, supported by Sue Smith, to approve the 23- month CD at 0.5%. By roll call vote, the motion carried unanimously.

10. Announcements

There was a brief update on progress toward reopening the library.

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 20, 2020, at 5:30 pm, at the Quincy Branch Library at 11 N Main Street, Quincy, MI 49082. If the shelter-in-place order has not been lifted by that time, details of a virtual meeting will be provided ahead of the meeting time.

11. Additional Public Comments. None.

12. Adjournment

Motion by Sue Smith, supported by Tom Lowande to adjourn the meeting. By roll call vote of 4 in favor and 1 opposed (Watson), the motion carried. The meeting was adjourned at approximately 6:10 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martha J. Watson". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

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 secretary@BranchDistrictLibrary.org (517) 278-2341