

**Approved
April 19, 2021**

Board of Trustees Regular Meeting
Branch District Library Branch
Conducted Virtually on Zoom/YouTube Due to the Coronavirus
Monday, March 15, 2021 5:30 pm

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, attending from Coldwater, MI; Tom Lowande, attending from Union City, MI; Martha Watson, attending from Coldwater, MI; Susan Brooks, attending from Coldwater, MI; Karen Smith, attending from Bronson, MI; and Sue Smith, attending from Quincy, MI.
Board Members Absent/Excused: Kim Langworthy (excused)
Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Lisa Wood, and Ashley McCall via Zoom, and 5 people via YouTube.

4. Time for Public Comments. No public comments were made.

5. Consent Agenda (Items A-I)

Motion by Karen Smith, supported by Tom Lowande, to approve the Consent Agenda and place the items within on file. By roll call vote, the motion carried unanimously.

- A) BDL Regular Meeting Minutes: February 15, 2021
- B) Bills: February 2021
- C) Financial Statements: February 2021
- D) Branch County Penal Fine Report: January 2021
- E) Administrative Reports: March 12, 2021
- F) Branch Reports: March 12, 2021
- G) Monthly Statistical Report: February 2021
- H) Publicity and Comments: March 12, 2021
- I) Coldwater Branch Exterior Painting Project RFP: March 8, 2021

6. Approval of the Agenda

Motion by Martha Watson, supported by Sue Smith, to approve the Agenda with the addition of item #10B, RFID Project Update. By roll call vote, the motion carried unanimously.

7. 2021 National Library Worker's Day Resolution

This is a follow-up to last month's discussion of what the Board has done in recent past years to recognize and celebrate all of our employees in honor of National Library Workers' Day which occurs this year on April 6th this year. We have placed an ad in the *Shopper*, passed a resolution and, except for last year, provided treats for an all-staff meeting. That wasn't possible last year due to pandemic restrictions on group gatherings. There was interest in sending snacks to each Branch this year.

Motion by Karen Smith, supported by Tom Lowande, to approve the staff recognition resolution attached to the agenda. By roll call vote, the motion carried unanimously.

Motion by Karen Smith, supported by Tom Lowande, to authorize the expenditure of \$50 to purchase snacks for each branch. By roll call vote, the motion carried unanimously.

Motion by Martha Watson, supported by Tom Lowande, to place an ad in the *Shopper's Guide*. By roll call vote, the motion carried unanimously.

8. 2020 Statistical Review

This was an informational item and no action was taken. Director John Rucker highlighted some of the key stats for calendar year 2020. Many measured categories were quite different from previous years due to service limitations as a result of Covid-19 restrictions.

9. Director's Self-Evaluation

This was an informational item and no action was taken. Director John Rucker presented his performance self-evaluation for 2020-2021. Board members will do their individual evaluations & send them to Martha Watson by April 2nd. Watson will compile them into a composite evaluation which will be discussed with Director Rucker at the April meeting.

10. COVID-19 Update

The main news was that the BDL has moved to Stage 6 of our Covid-19 Response and Reopening Plan and capacity will be limited to 50% which doesn't affect the Coldwater Branch because of its size, but makes a big difference for the smaller branches. With the recent changes announced by the Governor, small groups of unrelated people may once again meet in person. The Board discussed returning to in-person meetings every month on the 2nd floor of the Coldwater Branch, the only place where there is enough room to maintain social distancing at a Board meeting. Motion by Ben Jewell, supported by Tom Lowande, to return to a hybrid board meeting format beginning in April with Board members meeting in person at the Coldwater branch and members of the public continuing to participate via Zoom or YouTube. Any board member may also continue to participate virtually. By roll call vote, the motion carried unanimously.

10B. RFID (Radio-frequency Identification) Project Update

This was an informational item and no action was taken. Assistant Director Kimberly Feltner reported on the status of this project which involves attaching a tag to every single item in all branches. The tags transmit digital data when triggered by a nearby RFID reader device which will allow the BDL to more effectively and efficiently manage inventory and locate items which may have been misplaced. Feltner reported a very successful implementation kick-off at the Sherwood Branch and expects that the project will be continue to be successfully rolled out across the BDL over the next few months.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held in person on Monday, April 19, 2021, at 5:30 pm on the 2nd Floor of the Coldwater Branch.

12. Additional Public Comments – No additional comments were made.

13. Adjournment

Motion by Martha Watson, supported by Sue Smith, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 6:49 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martha J. Watson". The signature is fluid and cursive, with a long horizontal stroke at the end.

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
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