

Board of Trustees Regular Meeting
Branch District Library –Coldwater Branch
10 E Chicago Street, Coldwater, MI 49036
Monday, July 19, 2021
5:30 pm

**Approved
August 16, 2021**

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, attending virtually from Coldwater, MI; Susan Brooks; Karen Smith; Sue Smith; and Kim Langworthy.
Board Members Absent/Excused: None.
Staff Present: John Rucker, Kimberly Feltner, Jessica Tefft, Ashley McCall, Lindsay Villa, Lisa Wood.
Teen Advisory Council Members Present: Tiana Latta, Keristin Alexander, Hannah Jackson, and Victoria Hammond.
4. **Time for Public Comments.** No public comments were made.
5. **Consent Agenda (Items A-I)**
Motion by Tom Lowande, supported by Karen Smith, to approve the Consent Agenda and place the items within on file. Motion carried unanimously.
 - A) BDL Regular Meeting Minutes: June 21, 2021
 - B) Bills: June 2021
 - C) Financial Statements: June 2021
 - D) Branch County Penal Fine Report: May 2021
 - E) Branch County Penal Fine Report: June 2021
 - F) Management Reports: July 16, 2021
 - G) Branch Reports: July 16, 2021
 - H) Monthly Statistical Report: July 2021
 - I) Publicity and Comments: July 16, 2021
6. **Approval of the Agenda**
Motion by Tom Lowande, supported by Sue Smith, to approve the agenda with 2 changes: The TAC Recognition is moved from #9 to #7, and a new item #12 is added. All other items are renumbered as necessary. Motion carried unanimously.
7. **Teen Advisory Council (TAC) Recognition**
This was an informational item and no action was taken. Jessica Tefft, Director of Public Services and former Teen Services Librarian, made a presentation before the Board and the TAC members listed above to recognize the teens for their roles in forming the Teen Advisory Council and in setting the path to the future for teen services and participation of teen patrons.

8. Student Printing

A proposal was made to offer free black-and-white printing to students for their school assignments. Motion by Karen Smith, supported by Tom Lowande, to revise the current policy to read:

Those seeking employment may print copies of resumes, cover letters, job applications, or other documents related to seeking employment. Students living or attending school in our service area may print copies of school assignments or school documents.

Motion carried unanimously.

9. Policy Recommendations from the Public Services Committee

The management team, branch managers, a committee of front-line staff, and the Public Services Committee have been working for some time to review a number of policies. One of the BDL's Strategic Plan goals was to update the Materials Selection Policy (aka the collection development policy). The Public Services Committee met on July 13, 2021 to finalize the work to date and to prepare recommendations to the Board for several policies. Final versions of the policies noted below with their approved changes can be viewed on the BDL website.

A) **Materials Selection Policy.** Motion by Martha Watson, supported by Kim Langworthy, to approve the revised policy (originally adopted in 1998) to update it. Motion carried unanimously.

B) **Privacy Policy.** The BDL has had a privacy policy aimed to users of our website for a number of years. This new policy provides the public with a comprehensive description of all the ways in which we collect, interact, and safeguard their personally identifying information and library records. Motion by Martha Watson, supported by Tom Lowande, to approve the draft policy. Motion carried unanimously.

C) **Borrowing and Lending Policy, Library Card Policy, and Fines and Fees Policy.** There was no objection to the contents of these policies, but there was consensus that they could be combined for ease of use. Motion by Karen Smith, supported by Sue Smith, to send these three documents back to staff and the Public Services Committee to try to combine them into a single policy. Motion carried unanimously.

D) **Exam Proctoring Policy.** Motion by Martha Watson, supported by Karen Smith, to approve the revised policy. Motion carried unanimously.

E) **Computer and Internet Acceptable Use Policy.** Motion by Tom Lowande, supported by Kim Langworthy, to approve the revised policy. Motion carried unanimously.

F) **Policies to be Rescinded.** Motion by Martha Watson, supported by Karen Smith, to rescind the Policy on Surveillance of Internet Usage, the Policy on Release of Minor Child's Library Records, and the Web Site Privacy Policy. Motion carried.

10. Covid-19 Update

Director Rucker reported on the latest changes in Covid-19 protocols. This was an informational item and no action was taken. This was an informational item and no action was taken.

11. Branch Manager Update – Lisa Wood, Quincy Branch

This was an informational item and no action was taken.

12. Request for After Hours Use of the Library for a Wedding

Director Rucker reported that he has received an inquiry from a couple asking if they could use the library for a small wedding in a year or so. This is a new type of use requested and, being that there is time to consider it fully, the question was referred to the Public Services Committee.

13. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, August 16, 2021, at 5:30 pm, at the Coldwater Branch Library, 10 E Chicago Street, Coldwater, MI 49036.

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

15. Adjournment

Motion by Sue Smith, supported by Susie Brooks, to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 6:29 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
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