



Board of Trustees Regular Meeting
Branch District Library –SherwoodBranch
118 Sherman Street, Sherwood, MI 49089
Monday, August 19, 2019
5:30 pm

MINUTES

1. Call to Order

BDL Secretary Martha Watson called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Martha Watson, Susan Brooks, Kimberly Langworthy, Karen Smith, Susan Smith,

Board Members Absent: Benjamin Jewell (excused), Thomas Lowande (excused)

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Keeley Briggs, Traci Counterman, Lynnell Eash, Ashley McCall, Maria Piper, Lisa Wood

4. Time for Public Comments

None.

5. Consent Agenda (Items A-G)

Motion by Sue Smith, supported by Langworthy, to approve the Consent Agenda as written and place the items within on file. Motion carried.

A) BDL Regular Board Meeting Minutes: July 15, 2019

B) Bills: July 2019

C) Financial Statements: July 2019

Branch County Penal Fine Report: not available

D) Administrative Reports: August 2019

E) Branch Reports: August 2019

F) Monthly Statistical Report: July 2019

G) Publicity and Comments: August 2019

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion by Langworthy, supported by Brooks, to approve the Agenda with the addition of a new Item #7. Motion carried.

7. Personnel Announcements

This was an informational item and no action was taken. John Rucker introduced the new Coldwater Branch Manager, Keeley Briggs, and the new bookkeeper, Ashley McCall. He also reported on other personnel changes in process, including the hiring of a new branch manager at the Union Township Branch, Cynthia Watson.

8. Funding Requests:

A) Request from the Coldwater Branch to spend \$5,000 from the Capital Fund for two new water fountains with bottle fillers. The price includes the costs for installation and relocation of water lines. Motion by Sue Smith, supported by Brooks, to approve the request. Motion carried.

B) Request from the Union Township Branch to purchase four children's chairs from the "Union City Facilities" Trust fund. Motion by Langworthy, supported by Karen Smith, to approve the request. Motion carried.

C) Request from the Director to spend up to \$35,000 from the technology hardware budget line to replace security camera equipment at the Coldwater Branch. This is a scheduled replacement as part of the approved technology plan. Motion by Brooks, supported by Sue Smith to approve the request. Motion carried.

9. Performance Expectations for the Director

Martha Watson reviewed the draft memo for John Rucker listing the Board's expectations for his performance. It reflects input received from board members and John. The draft has been reviewed and approved by the Personnel Committee. Motion by Watson, supported by Sue Smith, to approve the expectations memo. Motion carried. It will be sent to president Jewell to sign and give to Director Rucker.

10. Report from this month's host branch: Sherwood

Sherwood Branch Manager Traci Counterman reports: Introducing clerk, Maria Piper; describing the Library Loot store success; Summer Reading report; upcoming programs. This was an informational item and no action was taken.

11. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, September 16, 2019, at 5:30 pm at the Lucille E. Dearth Union Township Branch Library.

12. Additional Public Comments

None.

13. Adjournment

Motion by Karen Smith, supported by Langworthy, to adjourn the meeting. Motion carried. Meeting was adjourned at 5:52 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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