

Board of Trustees Regular Meeting  
Branch District Library – Coldwater Branch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, February 17, 2020  
5:30 pm

## 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, Tom Lowande, Martha Watson, Susan Brooks, & Sue Smith.  
Board Members Absent/Excused: Karen Smith & Kim Langworthy  
Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Ashley, McCall, Lindsay Villa, Lynnell Eash, Lisa Wood, Sandra Cunningham.
4. **Time for Public Comments.** BDL employee Sandra Cunningham spoke in opposition to the proposed conversion of vacation and sick leave to a paid time off (PTO) system. She said she currently has a combined sick and vacation leave balance of 257.3 hours and believes the proposed change outlined in the draft *Employment Handbook* would cause her to lose 106 of those hours. She believes that to be unfair to her and to similarly situated employees.
5. **Consent Agenda (Items A-J)**  
Motion by Tom Lowande, supported by Martha Watson, to approve the Consent Agenda after moving item F to a new #11A and item J to a new #11B on the regular agenda. Motion carried.
  - A) BDL Regular Meeting Minutes: January 20, 2020
  - B) BDL Special Meeting Minutes: January 27, 2020
  - C) Bills: January 2020
  - D) Financial Statements: January 2020
  - E) Branch County Penal Fine Report: Not yet available
  - F) Administrative Reports: February 2020 [Moved to item #11A, below.]
  - G) Branch Reports: February 2020
  - H) Monthly Statistical Report: December 2019
  - I) Monthly Statistical Report: January 2020
  - J) Publicity and Comments: February 2020 [Moved to item #11B, below.]
6. **Approval of the Agenda**  
Motion by Martha Watson, supported by Sue Smith, to approve the Agenda with the addition of new items #11A & B, moved down from the Consent Agenda. Motion carried.
7. **2019 Audit Report**  
Tim Taylor of Taylor, Plant & Watkins, P.C. presented the report of their audit of the Library's finances for the 2019 calendar year. Their report is "unqualified" which, in audit terms, means that it was a positive report. The key pages to which he drew our attention are page 11, Governmental Funds

Balance Sheet, and page 13, Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance. We ended 2019 with a fund balance of slightly more than \$133,000 over the balance at the beginning of the year which is a significant improvement over our financial situation the previous year.

**8. Personnel Committee Report**

The Personnel Committee submitted a brief report of its meeting on 12 February 2020. The next 2 agenda items are forwarded from the Personnel Committee.

**9. Presentation of Draft New *Employment Handbook***

Three of the 5 board members present are on the Personnel Committee so there wasn't a lot of discussion. The plan is for the board to have a month to review the document and then final questions or suggested changes can be addressed at the March meeting and it is hoped that the Board will also approve the new document at that time. Most of the comments focused on the transition from vacation and sick leave to paid time off (PTO) to address the public comments made by Sandy Cunningham. Director John Rucker also read the written comments addressed to the Board from employees Linda Dull and Loretta Sherfield. They expressed the same concerns as Sandy Cunningham. This was an informational item and no action was taken.

**10. Director's Performance Evaluation**

Director Rucker's employment contract commits the Board to completing his annual performance evaluation by the end of April each year. On behalf of the Personnel Committee, Martha Watson presented a memo recommending a process and timetable to include a self-evaluation by Director Rucker at the March board meeting, 2 weeks for the board members to prepare their individual evaluations and return them to Martha Watson by March 31<sup>st</sup>, and the formal evaluation to be conducted at the April meeting. There were no comments or questions. Motion by Martha Watson, supported by Susie Brooks, to approve the proposed process and timetable. Motion carried.

**11. Special Meeting for Statistical Review**

Director Rucker presented a list of regular and special board meetings that the Board has already scheduled for 2020. The next such meeting would be a special meeting in March for a review of the previous year's statistics. Other special meetings would be scheduled in February, May, August, and November for board training. Since we had already missed the scheduled date for the February training meeting, the training was added to tonight's agenda (see item #12). There was general agreement that members would rather incorporate the training and annual review of statistics into our regular meetings. Changing the dates of the training meetings requires a bylaws change and that will be introduced at the March meeting. Motion by Martha Watson, supported by Tom Lowande, to rescind the previous decision to hold a special meeting in March each year to discuss the previous year's statistics and to, instead, add that subject to the agenda of the regular meeting every January. Motion carried.

**11A. Administrative Reports [Moved from the Consent Agenda, item 5F]**

Martha Watson asked Kimberly Feltner about the "Ready Set Bank @ Your Library" program which she attended and if that might be an opportunity to partner with the Burnside Senior Center. She said that we are just in the beginning stages of exploring the possibility of the program in-house, but that it would certainly be something that we might be able to partner with the Senior Center. This was a discussion item and no action was taken.

**11A. Publicity and Comments [Moved from the Consent Agenda, item 5J]**

Martha Watson asked about the patron complaint about a particular book and our response the patron. Kimberly Feltner explained the decision to purchase the book and that the purchase was consistent with the BDL's collection policy. The patron was referred to the *Citizen's Request for Reconsideration of Library Material* form. Martha suggested that the collection policy might be a good subject for a future board training session. This was a discussion item and no action was taken.

**12. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 16, 2020, at 5:30 pm, in the Coldwater Branch meeting room.

**13. Additional Public Comments – None.**

**14. Adjournment**

Motion by Sue Smith, supported by Martha Watson, to adjourn the meeting. Motion carried. The meeting adjourned at 6:50 pm.

Respectfully Submitted,



Martha J. Watson  
BDL Board Secretary

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