

Board of Trustees Regular Meeting  
Alganssee Branch Library  
580-B S. Ray Quincy Rd.  
Quincy, MI 49082-9530  
Monday, May 20, 2013  
5:30 pm

## MINUTES

### CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 5:30 pm.

### ATTENDANCE

Dorothy Cherry, BDL Board President; Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; Gayle Clover; Marilyn Johnson, Martha Watson.

### ABSENT

Lynda Chan (excused)

### APPROVAL OF THE AGENDA

**Motion made by Watson, supported by Reppert, to approve the Agenda as written. Motion carried.**

### TIME FOR PUBLIC COMMENTS

Erica Ewers welcomed everyone and introduced Russ Jennings, Alganssee Township Supervisor.

### CONSENT AGENDA (ITEMS 1-13)

#### Meeting Minutes

1. BDL Regular Board Meeting: April 15, 2013 \*\*\*Moved to Discussion & Action Items #14
2. CPL Regular Board Meeting: April 8, 2013

#### Finances

3. Financial Statements: April 2013
4. Branch County Penal Fine Report: March 2013

#### Reports from Branches & Departments

5. Branches: May 2013
6. Coldwater Kids' Place: May 2013
7. Automation\*: May 16, 2013

\* The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

Statistical Reports & Informational Items

8. Monthly Statistical Report: April 2013
9. Book Budget: April 2013
10. Capital Projects: April 2013
11. Coldwater Branch Utility Comparison: April 2011 – 2013
12. Newspaper Articles

Correspondence & Patron Comments

13. Patron comments: April 2013

**END OF CONSENT AGENDA**

**Motion made by Frick, supported by Watson, to move #1 - BDL Regular Board Meeting Minutes to Discussion & Action Items and to approve items 2 – 13 of the Consent Agenda as written and place the items within on file. Motion carried.**

**DISCUSSION & ACTION ITEMS (ITEMS 14 - 19)**

14. BDL Regular Board Meeting: April 15, 2013 **\*\*\*Moved from Consent Agenda item #1**  
**Motion made by Frick, supported by Johnson, to approve the minutes of April 15, 2013 with the approved changes (secretary's signature at the end and motion for approval put at the end of the consent agenda, instead of the beginning). Motion carried.**
15. Bills: April 19, May 1, May 3 and May 17, 2013  
**Motion made by Clover, supported by Reppert, to approve the bills of April 19, May 1, May 3 and May 17, 2013. Motion carried.**
16. Alganssee Branch Report: Clark reports
  - A. Three of our Alganssee Friends went to the Annual Friends meeting in Coldwater.
  - B. We now have a newsletter posted to our website  
[http://www.branchdistrictlibrary.org/alganssee\\_friends\\_newsletter](http://www.branchdistrictlibrary.org/alganssee_friends_newsletter)
  - C. A lot of our young people have grown up, so we are trying to get the word out about our library to draw in the new group of young people. Jan's granddaughter often does un-scheduled crafts with the children that come to the library. Jan's daughter, Jessica and Friends President, Erica help at the library as well. We are trying to keep new things going on here.
  - D. Jan would like to thank John Rucker, who visited last month, as well as Curtis and Evette. Evette comes at least once a month to see how things are going.
  - E. We are getting ready to *Dig into Reading*, in June, which is coming up quick.
  - F. We have been busy with crafts, Mother's Day cards, and weeding our collection. We have decided to pull our VHS cassettes, because no one uses them any more.
17. Director's Report: May 16, 2013
18. Meeting with the Coldwater City Planners: Cherry reports
  - A. Cherry copied the board when she sent out communications requesting that the Coldwater Library building be included in the redrafted master plan of the City of Coldwater. Cherry received a thank you note from K. Baker saying he would be in touch, but has not heard anything since. Cherry had read in the paper that the city was going forward with the plan. She contacted Baker and the reaction of the city is that, the city has had no financial obligation for over 20 years and have no money now. Our chances of convincing

them to look into the building situation and recognize that the library can not handle 100% of the cost of repair is pretty slim. Cherry talked K. Baker into setting up a meeting on May 29<sup>th</sup> to discuss the future of the Coldwater branch building.

19. Personnel Committee Reports: Watson reports.
  - A. The Personnel Committee requested that the director come up with a salary range for libraries of our size. We want to take a look at the salary range for all of the positions here as we believe that some of them are not current.
20. Director's Evaluation: The Director's evaluation is due, board members are instructed on how to fill out the evaluation and it will be discussed at the June meeting, if the Director would like it in closed session, she will need to make the request in advance. **Motion made by Frick, supported by Clover, to approve the Personnel Committee's recommended evaluation form and system of evaluation. Motion carried.**
21. Friends of the Library Event Liability: Betty Galloway (Representing Union Twp. Friends - FOL) questioned their position with liability insurance for library events funded by the FOL and had approached certain people in the insurance industry who said they needed two separate liability policies: one to cover injury at Friends sponsored events and a second to cover the Director & Officers of the Friends. As she understood the insurance position, even a person involved in planning an event could be involved in a suit. Galloway had asked the BDL Director if the Friends could be covered under the District Library policy since they cannot afford to buy the insurance policies recommended that cost over \$400 each. Cherry contacted Jeff Dean at Dean Insurance (the agency BDL uses for liability coverage) and reported as follows: The insurance company sells insurance coverage to BDL and not to the Friends groups. When Friends are volunteers at a library-sponsored event, under the direction and control of the Branch District Library, those friends would have the same coverage as library employees. However, BDL insurance does not cover any of the friends groups. When the Friends of the Library conduct events (particularly events off-site), BDL is not involved at all even though the BDL may benefit from the event. When BDL is not the sponsoring legal entity in any way, there is no liability coverage for Friends. The Friends groups cannot be added by rider to the BDL policy because they are considered separate organizations with separate officers, budgets and 501(c)(3) status, etc. Programs that the Friends pay for, but are scheduled and promoted as BDL library programs with Friends working as volunteers are considered library events and fall under the BDL policy. A Golf Scramble or Wine Tasting or other fundraising events are not library-sponsored events, and there is no BDL liability coverage. They are FOL-sponsored events and Friends groups would then have to decide if they need separate liability coverage for such events. Often the venue of these events, e.g., golf scramble, would have their own insurance.

Placed on file.

#### **ADDITIONAL COMMENTS & ANNOUNCEMENTS**

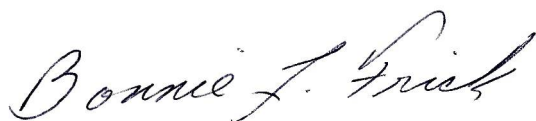
1. Clover announces that the Friends of the Bronson Branch are sponsoring a golf outing at the Prairie River Golf Club on Saturday, June 1<sup>st</sup>. They are 2-man teams, 4 to a golf cart. There will be food and door prizes. If anyone is a golfer and can get a partner, we still have openings. We are also looking for sponsors for Green for Tee's.  
Frick announces Steven's Puppets, who has done programs at the BDL Branches has just received a grant and will be taking his puppets to Alaska for a month to do programming at libraries there.

2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 17, 2013 at 5:30 pm in the basement (Township hall) of the Bronson Branch Library.

**ADJOURNMENT**

**Motion made by Clover, supported by [Frick, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:12 pm.**

Respectfully submitted,



Bonnie Frick  
BDL Board Secretary

Gina Horn  
Recording 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  
[secretary@BranchDistrictLibrary.org](mailto:secretary@BranchDistrictLibrary.org)