

Board of Trustees Regular Meeting  
Sherwood Branch Library  
118 Sherman St., Sherwood MI 49089  
Monday, August 15, 2016  
5:30 pm

**MINUTES**

1. **Call to Order**

BDL President Erica Ewers called the meeting to order at 5:30 pm.

2. **Pledge of Allegiance**

3. **Roll Call / Attendance**

Board Members Present: Erica Ewers, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Susan Smith (arrived 5:35), Lewis Uhrig, Martha Watson.

Board Members Absent: None

Others Present: Darlene Curtis, Traci Counterman, Lynnell Eash, Kimberly Feltner, Linda Lyshol, John Rucker, and two members of the public.

4. **Time for Public Comments**

None.

5. **Consent Agenda (Items A-Y)**

**Motion made by Watson, supported by Uhrig, to approve the Consent Agenda as written and place the items within on file. Motion carried.**

A) BDL Regular Board Meeting Minutes: July 18, 2016

B) BDL Special Board Meeting: June 29, 2016

C) CPL Regular Board Meeting Minutes: July 11, 2016

D) Financial Statements: July 2016

E) Branch County Penal Fine Report: July 2016

F) Director's Report: August 12, 2016

G) Branch Reports: August 10, 2016

H) Coldwater Kids' Place Report: August 2016

I) Coldwater Adult Programming Report: August 2016

J) Systems Librarian Report\*: August 12, 2016

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

K) Monthly Statistical Report: January 2016 (Updated)

L) Monthly Statistical Report: February 2016 (Updated)

M) Monthly Statistical Report: March 2016 (Updated)

N) Monthly Statistical Report: April 2016 (Updated)

O) Monthly Statistical Report: May 2016 (Updated)

P) Monthly Statistical Report: June 2016

Q) Monthly Statistical Report: July 2016

R) Book Budget: July 2016

S) Capital Projects: July 2016

T) Community Promotions Budget: July 2016

U) Trust Information: June 2016

V) Trust Information: July 2016

- W) Financial Information: July 2016
- X) Newspaper Coverage: August 12, 2016
- Y) Patron Comments: August 12, 2016

END OF CONSENT AGENDA

6. **Approval of the Agenda**  
Motion made by Gordon, supported by Jewell, to approve the Agenda with the addition of new item 11 1/2, "Library Director's Six-Month Review". Motion carried.
7. **Bills: July 1, 8, and 22, 2016**  
Motion made by Watson, supported by Uhrig, to approve the bills of July 1, 8, and 22, 2016. Motion carried.
8. **Request for payment of ongoing annual membership for Library Director for ALA and new annual membership for MLA**  
Motion made by Watson, supported by Gordon, to approve ongoing paid annual memberships for the Library Director to ALA and MLA. Motion carried.
9. **Capital Requests:**  
Motion made by Uhrig, supported by Smith, to approve \$2,300 from the Bronson Capital Fund for 2 folding tables, area rug, flat screen TV, and media cart. Motion carried.  
  
Motion made by Uhrig, supported by Jewell, to approve \$2,210 from the Coldwater Capital Fund for external LED lighting to replace existing lighting at the Coldwater Branch. Work to be conducted by Ludwick Electric. Motion carried.  
  
Motion made by Jewell, supported by Uhrig, to approve \$179.95 from the Coldwater Capital Fund for a commercial vacuum cleaner from CPS Supply. Motion carried.
10. **Building Committee**  
This was an erroneously duplicated report. The Building Committee has not met since July 8, 2016.
11. **Personnel Committee Met: July 29 and August 15, 2016**  
The Personnel Committee is working with BDL's Personnel Attorney, Karl Butterer of Foster Swift, on a rewrite of the Personnel Policy Manual. A first draft is expected to be ready in time for the September meeting.
12. **Library Director's Six-Month Review**  
Motion by Watson, supported by Gordon, to conduct a six-month performance review of the Library Director in January 2017. Motion Carried.
13. **Report from this month's host branch: Sherwood Branch**  
Traci Counterterman reports:  
It's been a busy summer. 45 kids signed up for the summer reading program, with 27 completing. This is a big increase over the past years. We've had lots of programs, including Joel Tacey's Duct Tape Workshop; Dynamic West's "Shake, Rattle, and Roll"; the Zoomobile, Paula Dejong's "All Things Serenity" yoga program, and more. We were able to give jump ropes to all participating children this summer thanks to a donation from Modern Woodsman. Modern Woodsman also donated trees to the Village of Sherwood. Our Adult Reading Program starts October 3 and runs for six weeks, with a variety of gift baskets and gift cards as prizes.
14. **Announcements**  
The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, September 19, 2016, at 5:30 pm at the Lucille E. Dearth Union Twp. Branch Library.
15. **Additional Public Comments**  
Sherwood Friends of the Library President, Nadine Deeren: Traci has been doing a great job as Branch Manager. The community appreciates the library's extended hours of operation this year and would like to see even more in the future. The library is the center of anything and everything going on in the Sherwood area, with kids rushing to the library for programs and to do crafts.

**16. Adjournment**

**Motion by Gordon, supported by Jewell to adjourn. Meeting adjourned at 5:57pm.**

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Marilyn R. Johnson", followed by a horizontal line.

**Marilyn Johnson  
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  
secretary@BranchDistrictLibrary.org