



Branch District  
Library

www.BranchDistrictLibrary.org

BENJAMIN JEWELL, President, City of Coldwater  
SUSAN SMITH, Vice President, Quincy Twp.  
MARTHA WATSON, Secretary, City of Coldwater  
MARGARET CLEMENS, Trustee, Bronson Township  
KIMBERLY LANGWORTHY, Trustee, County-at-Large  
THOMAS LOWANDE, Trustee, Union Township  
SUSAN BROOKS, Trustee, County-at-Large

Approved  
December 17, 2018

**Board of Trustees Regular Meeting**  
Branch District Library-Coldwater Branch  
10 E. Chicago St., Coldwater, MI 49036  
Monday, November 19, 2018  
5:30 pm

**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, Martha Watson, Margaret Clemens, Kim Langworthy, Tom Lowande, Susan Brooks.

Board Members Absent/Excused: Sue Smith (excused)

Others Present: Linda Lyshol, John Rucker, Gina Horn, Kimberly Feltner, Lisa Wood, Jessica Tefft, Toni Dauster, and Laura Sachjen.

**4. Public Comments - None.**

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

Motion by Lowande, supported by Langworthy, to approve the Consent Agenda and place the items within on file. Motion carried.

- A) BDL Regular Meeting Minutes: October 15, 2018
- B) Bills: October 2018
- C) Financial Statements: October 2018
- D) Branch County Penal Fine Report: October 2018
- E) Administrative Reports: November 2018
- F) Branch Reports: October 2018
- G) Monthly Statistical Report: October 2018
- H) Publicity and Comments: November 2018

**6. Approval of the Agenda**

Motion by Watson, supported by Lowande, to approve the Agenda. Motion carried.

**7. Building Committee: Report on November 12, 2018 Meeting**

Ben Jewell reported that the committee had met, but had nothing new to report at this time.

**8. Personnel Committee: Follow-Up Report on October 12, 2018 Meeting**

The Director submitted a memo outlining the personnel changes she presented to the Personnel Committee on October 12<sup>th</sup> and her recollection of the committee's responses to her proposals. [Secretary's Note: As reported during the October 15<sup>th</sup> board meeting (see minutes of that meeting), the Personnel Committee referred the proposed changes to the Finance Committee.]

Ben Jewell reported that those items are not included in the proposed 2019 BDL Budget to be discussed in the next agenda item.

#### **9. First Reading of the 2019 BDL Budget**

Several items were reviewed and discussed, including questions raised in an email received from a patron who could not attend the meeting. As noted above, there is no provision in the 2019 budget for staff changes or salary increases. Two significant changes will be made before the final reading at the December meeting: (1) On the Revenues page, \$7,000 of the \$12,000 proposed in the Miscellaneous Revenue line will be moved to the proposed \$12,000 in the Charges for Services line, making the new amounts for those two lines \$5,000 and \$22,000, respectively; and (2) In the Expenditures section, the Licensing & Subscription Services line will be reduced from \$60,368.43 to \$40,000.

#### **10. 2019 Special Revenues Fund Budget**

There were no questions or concerns about the numbers on this page.

#### **11. Opportunity for Giving**

The Board reviewed a draft of the annual letter to the community soliciting donations. Watson expressed concerns about some of the language and suggested changes. It was also suggested that the memo include the link to the online donations page on the BDL website. Motion by Watson, supported by Lowande, to approve the memo with any changes made by the Director and signed by Board President Jewell. Motion carried.

#### **12. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, December 17, 2018, at 5:30 pm, in the 4<sup>th</sup> Floor Meeting Room of the Coldwater Branch.

**13. Additional Public Comments** – There was a question about further discussion of the personnel items described in the Director's memo. President Jewell said that there would be discussion at the December meeting if a Board member raised the issue during the final review of the 2019 Budget.

#### **14. Adjournment**

Motion by Lowande, supported by Langworthy, to adjourn the meeting. Motion carried.  
Meeting was adjourned at 6:35 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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