



Board of Trustees Regular Meeting
Quincy Branch Library, 11 N. Main St., Quincy MI 49082
Monday, July 15, 2018 5:30 pm

MINUTES

Approved
August 19, 2019

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Ben Jewell, Tom Lowande, Karen Smith, Sue Smith, Susan Brooks

Board Members Absent: Martha Watson & Kim Langworthy (both excused)

Others Present: John Rucker, Kimberly Feltner, Lisa Wood, Lynnell Eash, Gina Horn and members of the public.

4. Welcome to New Trustees

Welcome to new trustee representing the Bronson Branch, Karen Smith, and welcome back returning trustee representing Quincy, Sue Smith. We are glad to have you on board.

5. Committee Assignments

Motion by Lowande, supported by S. Smith, to table the Committee Assignments until the next meeting for a full board. Motion carried.

6. Public Comments -- None

7. Consent Agenda (Items A-I)

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

A) BDL Regular Board Meeting Minutes: June 17, 2019

B) Bills: June 2019

C) Financial Statements: June 2019

D) Branch County Penal Fine Report: May 2019

E) Branch County Penal Fine Report: June 2019

F) Administrative Reports: July 2019

G) Branch Reports: July 2019

H) Monthly Statistical Report: June 2019

I) Publicity and Comments: July 2019

8. Approval of the Agenda

Motion by Lowande, supported by S. Smith, to remove item 12.B – Director’s Performance Expectations and approve the Agenda as amended. Motion carried.

9. 2020 Tax Rate Request (L-4029)

Motion by S. Smith, supported by Lowande, to approve levying the maximum 1.1047 mils. Motion

carried.

10. Funding Request from Union Branch

Motion by K. Smith, supported by Brooks, to approve spending \$700 quarterly from the anonymous trust fund to purchase children's audio books ("Vox books") from the company Library Ideas. Motion carried.

11. Branch County Literacy Council Request

The Branch County Literacy Council has requested to use the Coldwater Branch after-hours for a fundraising event on October 25th. We have approved this request in the past. The Literacy Council applied for a special license to sell liquor during the event. Last year's event was well-attended. Motion by Brooks, supported by K. Smith, to approve use of the Coldwater Branch for an after-hours fundraiser for the Literacy Council on October 25th. Motion carried.

12. Personnel Committee

A. **Lift Hiring Freeze.** President Jewell explained the history of the adoption of the hiring freeze. He reported that the Personnel Committee feels that the situation that had resulted in the freeze decision has now been ameliorated and with Director Rucker's leadership, there is no longer a need for the freeze. Motion by Jewell, supported by Lowande, to lift the hiring freeze. Motion carried.

B. **HR / Timekeeping Software.** In January, the Personnel Committee recommended that we explore acquiring human resources information management software to streamline our increasingly cumbersome manual recordkeeping and reporting and to improve data integrity and accountability. Director Rucker and others reviewed 4 different platforms. None of the 4 was perfect but, all things considered, John and the Personnel Committee recommend that we go with a product called *SwipeClock* which provides scheduling, time and attendance records, HR portal, benefit tracking, and more. *SwipeClock* was the only product that could easily interface with our current payroll system which will eliminate duplication of effort and potential errors that exist now. *SwipeClock* has been in business for 20 years, and we got a positive testimonial from a public library in Kentucky who uses them. The cost of going with *SwipeClock* is a 1-time setup fee of \$438, plus \$6.58 per staff per month. There is no contract obligation, we can stop at any time. Over a full year the recurring charges would be \$2,844, assuming our staffing stays at current levels. We will be dropping the \$1,280 we pay annually for *When I Work* so the cost will be less for the rest of this year and only slightly higher for future years. Although purchasing the product is within the Director's authority, the Personnel Committee thought it should go before the Board so that the full Board would be aware of a key step being taken to put mechanisms in place to better control personnel tracking and associated costs.

Motion by Lowande, supported by S. Smith to approve the purchase and ongoing expense of the *SwipeClock* human resources information management system. Motion carried.

C. **Update on the Personnel Manual.** President Jewell reported that the Personnel Committee and management staff are actively engaged in developing a new Employee Handbook and hope to have the work completed in the near future.

13. Quincy Branch Host Report

Branch Manager Lisa Wood reported on the things that the Quincy patrons appreciate about the Quincy branch and all of the wonderful programs that have been and will be happening at the library. This was an informational item and no action was taken.

14. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, August 19, 2019, at 5:30 pm at the Sherwood Branch Library.

15. Additional Public Comments -- None.

16. Adjournment

Motion by K. Smith, supported by Lowande, to adjourn the meeting. Motion carried. Meeting adjourned

at 6:07 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martha J. Watson". The signature is written in a cursive, flowing style.

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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