



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

Approved
11/18/2019

Board of Trustees Regular Meeting
Branch District Library – Coldwater Branch
10 E Chicago Street, Coldwater, MI 49036
Monday, October 21, 2019
5:30 pm

MINUTES

1. **Call to Order**
BDL President Ben Jewell called the meeting to order at 5:34 pm.
2. **Pledge of Allegiance**
3. **Roll Call / Attendance**
Board Members Present: Ben Jewell, Martha Watson, Susan Brooks, Kim Langworthy, Karen Smith, and Sue Smith.
Board Members Absent/Excused: Tom Lowande
Others Present: Lynnell Eash, Kimberly Feltner, John Rucker, Jessica Tefft, Lindsay Villa, Lisa Wood.
4. **Time for Public Comments.** Jessica Tefft gave a brief report on the successes of the first BDL Family Fright Night. She had planned for attendance of 200-250, and the actual attendance was 440. There were 93 people waiting in line when the doors opened at 4 pm.
5. **Consent Agenda (Items A-H)**
Motion by Martha Watson, supported by Sue Smith, to approve the Consent Agenda after moving item H to a new #7A on the regular agenda. Motion carried.
 - A) BDL Regular Meeting Minutes: September 16, 2019
 - B) Bills: September 2019
 - C) Financial Statements: September 2019
 - D) Branch County Penal Fine Report: September 2019
 - E) Administrative Reports: October 2019
 - F) Branch Reports: October 2019
 - G) Monthly Statistical Report: September 2019
 - H) Publicity and Comments: October 2019 [Moved to item #7A, below.]
6. **Approval of the Agenda**
Motion by Martha Watson, supported by Kim Langworthy, to approve the Agenda with the addition of item #7A. Motion carried.
- 7A. **Publicity and Comments [Moved from the Consent Agenda]**
Martha Watson asked questions about the 3-page comment from a patron. Staff is preparing a written response to the patron's comments and questions and will refer him to our posted policy on donations to the BDL. This was a discussion item and no action was taken.

7. Finance Committee Report from 25 September 2019 Meeting

The Director and the Chair of the Finance Committee reviewed the items in the report and some of the discussions that occurred in the Finance Committee meeting and with the Taylor, Plant & Watkins representative.

There was discussion of the difficulty in having more oversight of our bills without incurring fees for late payments of bills or having more frequent public & open meetings to review the bills. It was informally suggested that the Director take a past or future look at a few months of bills to determine the number of occasions that we would incur late fees if we waited to pay the bills until after they were approved by the Board, and the amount of the late fees.

The following motions were made, and adopted, to implement a recommendation from Taylor, Plant & Watkins:

- A) Motion by Martha Watson, supported by Sue Smith, to approve the Finance Committee's recommendation 2.1 that all funds in the Capital Improvement Fund be transferred to the General Fund, effective 1/1/2020. Motion carried.
- B) Motion by Martha Watson, supported by Karen Smith, that the amount from recommendation 2.1 be designated the Assigned Fund Balance for Special Projects, effective 1/1/2020. Motion carried.
- C) Motion by Martha Watson, supported by Susie Brooks, to amend the Plan of Service to replace the current Section 15 with new language, described below. Motion carried.

Current Language:

"15. Capital Improvement and Special Project Funds The governmental units and BDL cooperate in the maintenance of the premises. Monies for such projects may come from the BDL Capital Improvement Fund for the Branch Library in question. Special project funds also exist for projects designed to benefit the entire Library. These funds will be maintained by setting aside 3% of millage 1 each year."

New Language:

"15. Assigned Fund Balance for Special Projects The governmental units and BDL cooperate in the maintenance of the premises. Monies for such projects, or for other special projects benefitting the entire library, may come from the BDL Assigned Fund Balance. Prior to 2020, this was known as the Capital Improvement Fund. Any references to the Capital Improvement Fund in existing agreements or documents should be understood to now point to this Assigned Fund Balance. This Assigned Fund Balance will be maintained by setting aside 3% of millage 1 each year."

8. First Reading of the 2020 Budget

This was an informational item and no action was taken. Board members were very pleased with the presentation and content of the proposed budget. It is much easier to read and understand.

One of the items discussed was the use of the term "Assigned Fund Balance" to replace the term, "Capital Improvement Fund". It was suggested that we use "Reserve Fund Balance" instead. The Director will check with Taylor, Plant & Watkins to make sure there is no significant problem with making that change. If there is not, the Board will have to formally make the changes at the next meeting by re-doing the motions contained in #7B #7C above to change the language.

Another discussion item was the inclusion of the Literacy Council position in the list of budgeted positions. This is not a BDL position, but the BDL handles the payroll and associated functions for the Literacy Council and the Council reimburses the BDL. There is not a contract between the Council and the BDL; this has been handled on an informal basis. It was suggested that this may present legal

problems if the BDL is also paying payroll taxes, workers compensation, etc. The Director will look into this further.

There were a few other things discussed, and some minor changes will be made in the budget document.

9. Annual Donation Letter

Motion by Martha Watson, supported by Kim Langworthy, to approve the letter with small changes, as discussed, in the first & second paragraphs. Motion carried.

10. Appointing a Representative to the Woodlands Library Cooperative Governing Board

It is the BDL's turn to appoint a representative to the Woodlands Library Cooperative Governing Board. Martha Watson had volunteered to be the BDL's representative. No one else expressed interest. Motion by Karen Smith, supported by Susie Brooks, to appoint Martha Watson as the BDL's representative to the Woodlands Board. Motion carried.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, November 18, 2019, at 5:30 pm, in the Coldwater Branch meeting room.

12. Additional Public Comments – None.

13. Adjournment

Motion by Susie Brooks, supported by Sue Smith, to adjourn the meeting. Motion carried. The meeting adjourned at 6:52 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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