

**Approved
10/19/2020**

**Board of Trustees Regular Meeting
Conducted Virtually on Zoom/YouTube Due to the Coronavirus
10 E Chicago Street, Coldwater, MI 49036
Monday, September 21, 2020
5:30 pm**

MINUTES

NOTE: In accordance with Michigan Governor Gretchen Whitmer's Executive Order 2020-154, designed to help prevent the spread of the COVID-19 virus by allowing public bodies subject to the Open Meetings Act to use telephone or video conferencing technology to meet and conduct business, the Branch District Library Board of Trustees live streamed this meeting via Zoom and YouTube. Instructions were provided in the meeting notice for how the public could watch or listen to the meeting and provide public comment. All votes taken during the meeting were done by roll call.

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, Tom Lowande, Kim Langworthy, Karen Smith, Sue Smith, and Susan Brooks (arrived 5:55pm).

Board Members Absent/Excused: Martha Watson.

Others Present: Staff members John Rucker, Kimberly Feltner, Jessica Tefft, Lisa Wood. 1 member of the public was logged into the Zoom call and there were 5 people watching on YouTube.

4. Public Comments. None.

5. Consent Agenda (Items A-I)

Motion by Sue Smith, supported by Karen Smith, to approve the Consent Agenda and place the items within on file. By roll call vote, the motion carried unanimously.

- A) BDL Regular Meeting Minutes: August 17, 2020
- B) Bills: August 2020
- C) Financial Statements: August 2020
- D) Branch County Penal Fine Report: June 2020
- E) Branch County Penal Fine Report: July 2020
- F) Management Reports: September 18, 2020
- G) Branch Reports: September 18, 2020
- H) Monthly Statistical Report: August 2020
- I) Publicity and Comments: September 18, 2020

6. Approval of the Agenda

Motion by Tom Lowande, supported by Kim Langworthy, to approve the Agenda as presented. By roll call vote, the motion carried unanimously.

7. Funding Request: Union Twp. Branch

Union Twp. Branch Manager, Julie Baratta, submitted a request for new shelving to accommodate the

growing Vox Books collection and for magazines, to be paid from the anonymous "Union City Facilities Trust". The estimate for materials and installation was \$986.50. The Library requested \$1,100 in case of any installation labor cost overages.

Motion by Tom Lowande, supported by Sue Smith, to authorize spending up to \$1,100 from the anonymous Union City Facilities Trust for the purchase and installation of new shelving as presented. By roll call vote, the motion carried unanimously.

8. **Clarification to Employment Handbook**

Director Rucker brought to the attention of the Personnel Committee that the language as passed in the Employment Handbook that took effect on 5/1/2020 would permit longevity payments to Temporary and Intermittent Employees, as well as Contract Employees, who had never before been eligible for such payments. President Jewell suggested this matter be brought before the full BDL Board for clarification. During discussion, Director Rucker pointed out that there were potentially 5 such employees, including the Director, who would be eligible once they all hit the ten-year mark or greater.

Motion by Ben Jewell, supported by Tom Lowande, to amend the Employment Handbook Chapter 3 Section 5 by inserting "except for Intermittent and Temporary" after the word "employees" in the first sentence. The new sentence will read "All employees, except for Intermittent and Temporary employees, who complete 10 years of continuous service are eligible for longevity pay as described in this section." By roll call vote, the motion carried unanimously.

9. **Public Services Committee: Met September 14, 2020**

The Public Services Committee met to discuss two items. The first was to request, similar to our support for job seekers, that the library allow students participating in virtual schooling to have up to 10 free black and white pages printed per day.

Motion by Ben Jewell, supported by Sue Smith, to permit students enrolled in a virtual school program to print up to 10 black and white pages per day until December 31, 2020. By roll call vote, the motion carried unanimously.

The second item discussed were the vendor proposals for the BDL's Radio Frequency Identification Tagging project. This project, enumerated in the BDL's 2018 Strategic Plan, was budgeted for in this year's budget, and a request for proposals went out on August 14, 2020. In addition to a public posting, the BDL solicited bids from 3 vendors: Envisionware, Tech Logic, and Bibliotheca. Bibliotheca withdrew their proposal on the day proposals were due. The library received proposals from Envisionware and Tech Logic. After evaluating the proposals, the Public Services Committee recommended that the BDL accept the proposal from Tech Logic.

Motion by Tom Lowande, supported by Kim Langworthy, to authorize BDL staff to accept the proposal from Tech Logic for \$65,842.74, to be paid from the budgeted funds from the Assigned Fund Balance for Special Projects. By roll call vote, the motion carried unanimously.

10. **COVID-19 Update**

There was a brief discussion of how the BDL and staff are doing. The Library continues to report no known COVID illness among staff or patrons. Mask compliance remains high. A small number of patrons have claimed a medical exemption to wearing a face covering. Volunteers are not working in the library yet. While total year-to-date numbers continue to be low in comparison to this time last year due to the pandemic, combined physical and digital circulation is now to pre-pandemic levels. Program attendance continues to be high due to strong digital engagement with our wide array of online programming.

11. **Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 19, 2020, at 5:30 pm, at the Coldwater Branch Library, 10 E Chicago Street, Coldwater, MI 49036. If that changes due to the coronavirus, we will make additional public announcements.

12. **Additional Public Comments.** None.

13. **Adjournment**

Motion by Kim Langworthy, supported by Tom Lowande to adjourn the meeting. By unanimous roll call vote, the motion carried. The meeting was adjourned at approximately 6:07 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 info@BranchDistrictLibrary.org (517) 278-2341