

**Approved
January 18, 2021**

**Board of Trustees Regular Meeting
Branch District Library**
Conducted Virtually on Zoom/YouTube Due to the Coronavirus
Monday, December 21, 2020
5:30 pm

NOTE: In accordance with the Michigan Open Meetings Act, which allows public bodies to use telephone or video conferencing technology through December 31, 2020 to meet and conduct business, the Branch District Library Board of Trustees live streamed this meeting via Zoom and YouTube to help prevent the spread of the coronavirus. 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.

MINUTES

1. Call to Order

BDL President Ben Jewell, called the meeting to order at 5:32 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Ben Jewell, attending from Coldwater, MI; Tom Lowande, attending from Union City, MI; Susan Brooks, attending from Coldwater, MI; Kim Langworthy, attending from Coldwater, MI; Karen Smith, attending from Bronson, MI; and Sue Smith, attending from Quincy, MI.

Board Members Absent/Excused: Martha Watson (excused)

Others Present: John Rucker, Kimberly Feltner, Lynnell Eash, and Lisa Wood on Zoom, plus 2 anonymous YouTube participants.

4. Time for Public Comments. No public comments were made.

5. Consent Agenda (Items A-H)

Motion by Karen Smith, supported by Tom Lowande, 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: November 16, 2020

B) Bills: November 2020

C) Financial Statements: November 2020

D) Branch County Penal Fine Report: October 2020

E) Management Reports: December 18, 2020

F) Branch Reports: December 18, 2020

G) Monthly Statistical Report: November 2020

H) Publicity and Comments: December 18, 2020

6. Approval of the Agenda

Motion by Sue Smith, supported by Tom Lowande, to approve the Agenda. By roll call vote, the motion carried unanimously.

7. 2021 Budget Amendment

Library Director John Rucker informed the Board that upon review of our approved budget last month, our accountants at Taylor, Plant, and Watkins requested a superficial change to how the budget was

presented. Specifically, they recommended that the annotation of the allocation of funds to the Assigned Fund Balance for Special projects be removed from the budget overview on page 4 of the 2021 budget. This would result in the pp. 4-5 overview totals changing by that same amount, and a renumbering of the explanatory notes. The allocation of funds was already shown on the Fund Balances overview on page 8, and this was deemed sufficient by the accountants. No other changes were recommended.

Motion by Ben Jewell, supported by Karen Smith, to remove the line noting the allocation of funds to the Assigned Fund Balance on page 4 and to update the totals on pages 4 and 5 of the 2021 Budget, and to approve the amended budget as presented. By roll call vote, the motion carried unanimously.

8. Bronson Branch Renovations

Director Rucker and Bronson Branch Manager Lynnell Eash presented their report on their funding request to get started on the planned interior renovations at the Bronson Branch. The project comprises three parts: 1) a cooperative funding effort with the Bronson Friends of the Library to reinforce a sagging section of the flooring in the old Carnegie section of the library; 2) repairs to the walls and ceiling, as well as carpet replacement in the Carnegie section; and 3) storage and transportation for the contents of the Carnegie section of the library during the repair work. Funding was requested from monies donated to the exclusive use of the Bronson Branch for the BDL's portion of the repair, and from the Assigned Fund Balance for Special Projects for the transportation and storage. Both expenses were included in the 2021 Budget. Work is expected to begin in early January, and staff hope that work could be completed while the library is closed for curbside only service.

Motion by Tom Lowande, supported by Karen Smith, to approve spending \$41,082 from the A. Barnett fund, \$668 from the G. Barnett fund, and \$28,031 from the Assigned Fund Balance for Special projects to hire Brussee/Brady and Mulder's Moving and Storage for this Bronson Branch renovation project. By roll call vote, the motion carried unanimously.

9. COVID-19 Update

This was an informational item and no action was taken. Director Rucker reported on the BDL's continuing to provide curbside service only. Numbers for curbside service are much higher than they were in June. Our grab bag kits and coffee mug promotions have been quite popular. There are fewer library staff in quarantine at present, thankfully. SB 1246, which amends the Open Meetings Act to allow virtual meetings for any reason through March 31, 2021, has passed both chambers of the Michigan legislature and awaits the governor's signature. The local Branch County health emergency declaration also permits us to continue virtual meetings. Rucker also mentioned that the sick time guarantees under the federal Families First Coronavirus Response Act are set to expire on December 31. If there is no extension or replacement Rucker will work with the Personnel Committee to see if we can bring a recommendation to the Board in January for a temporary BDL policy to have a similar benefit for library staff.

10. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held virtually Monday, January 18, 2021, at 5:30 pm. Connection details will be posted on the BDL website.

11. Additional Public Comments

Quincy Branch Manager Lisa Wood addressed the Board to say how impressive Mulder's Moving and Storage was during the Quincy Branch renovations in 2018. She said she was thrilled that we are using them again at the Bronson Branch.

12. Adjournment

Motion by Tom Lowande, supported by Susie Brooks, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 5:58 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martha J. Watson". The signature is fluid and cursive, with a long horizontal stroke at the end.

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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