

Board of Trustees Regular Meeting
Branch District Library
Conducted Virtually on Zoom/YouTube Due to the Coronavirus
Monday, January 18, 2021, 5:30 pm

MINUTES

1. Call to Order

BDL Director John Rucker called the meeting to order at 5:31 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; Martha Watson, attending from Coldwater, MI; Susan Brooks, attending from Coldwater, MI; Karen Smith, attending from Bronson, MI; Sue Smith, attending from Quincy, MI; and Kim Langworthy, attending from Coldwater, MI.

Board Members Absent/Excused:

Others Present: John Rucker, Kimberly Feltner, Ashley McCall, Lynnell Eash, Lisa Wood.

4. Election of Officers

Ben Jewell was nominated for President by Tom Lowande, supported by Martha Watson. There were no other nominations and he was elected by a roll call vote of 6 in favor and 1 abstention.

Tom Lowande was nominated for Vice President by Martha Watson, supported by Kim Langworthy. There were no other nominations and he was elected unanimously by a roll call vote.

Martha Watson was nominated for Secretary by Sue Smith, supported by Tom Lowande. There were no other nominations and she was elected unanimously by a roll call vote.

5. Updating Bank Signatures – No changes needed are needed to the bank signatures because there is no change to the board officers.

6. BDL Committee Assignments for 2021

Building Committee: Benjamin Jewell, Kimberly Langworthy, Tom Lowande

Finance Committee: Susie Brooks, Kimberly Langworthy, Karen Smith

Personnel Committee: Benjamin Jewell, Tom Lowande, Martha Watson

Public Services Committee: Susie Brooks, Tom Lowande, Sue Smith

Ad-hoc Bylaws Committee: Susie Brooks, Tom Lowande, Martha Watson

7. Trustee Per Diem Options

This was an informational item and no action was taken. Board members are reminded that they are entitled to a \$25 per diem payment for each meeting attended unless they annually waive payment. If you wish to waive the per diems for 2021, fill out the form linked on the online agenda & return it to Director Rucker.

8. **Time for Public Comments.** No public comments were made.
9. **Consent Agenda (Items A-H)**
Motion by Martha Watson, 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: December 21, 2020
 - B) Bills: *Not available until after the audit.*
 - C) Financial Statements: *Not available until after the audit.*
 - D) Branch County Penal Fine Report: December 2020
 - E) Administrative Reports: January 15, 2021
 - F) Branch Reports: January 15, 2021
 - G) Monthly Statistical Report: *Not available until after the audit.*
 - H) Publicity and Comments: January 15, 2021
10. **Approval of the Agenda**
Motion by Karen Smith, supported by Kim Langworthy, to approve the Agenda as proposed. By roll call vote, the motion carried unanimously.
11. **Personnel Committee: Draft Covid-19 Paid Leave Policy**

This is a temporary policy modeled after the Federal Families First Coronavirus Response Act which expired on 31 Dec 2020. It is designed to continue to help prevent the spread of Covid-19 by extending paid leave to employees under certain circumstances. The proposed policy would expire at the end of the day on 30 June 2021 unless extended by the Board.

Motion by Martha Watson, supported by Karen Smith, to approve the proposed policy with the addition to the policy heading of the word "temporary" and the policy expiration date or the effective and expiration dates. By roll call vote, the motion carried unanimously.
12. **Student Prints During Covid-19**

The proposal is to extend the Board's previously enacted policy to allow students enrolled in a virtual school program to print up to 10 free back and white pages per day. The previous policy expired in December, but the need for the service has not diminished. This proposal would extend the service through the end of the academic year. Motion by Martha Watson, supported by Karen Smith, to extend through the end of the academic year the policy allowing virtual program students to print up to 10 free black and white pages per day. By roll call vote, the motion carried unanimously.
13. **Coldwater DDA Request**

The Coldwater Downtown Development Authority board is seeking community support for its application to become part of the Michigan Main Street (MMS) program which aids the revitalization of downtown areas. If Coldwater is accepted into the program, additional resources and tools will be available for the DDA and the city to continue to try to help the downtown to thrive. Motion by Martha Watson, supported by Sue Smith, to approve sending the draft letter on behalf of the Board with the addition of the names and signatures of all three board officers. By roll call vote, the motion carried unanimously.
14. **Bronson Repairs Update**
This was an informational item and no action was taken. Bronson Branch Manager Lynnell Eash gave a report on the repairs project while Director Rucker showed photos of the work in progress.
15. **Covid-19 Update**
This was an informational item and no action was taken. Director Rucker gave a status report. The biggest news is that all branches (except Bronson) reopened today with restrictions. They also continue to provide curbside service for those who do not wish to enter a branch.

16. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 15, 2021, at 5:30 pm, either virtually or in person as the situation allows, and notices will be posted in advance. If virtual, connection details will be posted on the library website.

17. Additional Public Comments – No additional comments were made.

18. Adjournment

Motion by Sue Smith, supported by Tom Lowande, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 6:12 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
info@BranchDistrictLibrary.org