

**Approved
June 21, 2021**

Board of Trustees Regular Meeting
Branch District Library Coldwater Branch
10 E. Chicago St., Coldwater MI 49036
Conducted Both In-Person and Virtually on Zoom/YouTube Due to the Coronavirus
Monday, May 17, 2021 5:30 pm

MINUTES

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, attending in person from Coldwater, MI; Tom Lowande, attending in person from Coldwater, MI; Martha Watson, attending virtually from Coldwater, MI; Susan Brooks, attending in person from Coldwater, MI; Karen Smith, attending in person from Coldwater, MI; and Sue Smith, attending in person from Coldwater, MI.

Board Members Absent/Excused: None.

Others Present in Person or via Zoom: John Rucker, Kimberly Feltner, Jessica Tefft, Lisa Wood, Julie Baratta, and Ashley McCall.

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

5. Consent Agenda (Items A-H)

Motion by Tom Lowande, supported by Kim Langworthy, 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: April 19, 2021
- B) Bills: April 2021
- C) Financial Statements: April 2021
- D) Branch County Penal Fine Report: *April 2021 not yet available*
- E) Management Reports: May 14, 2021
- F) Branch Reports: May 14, 2021
- G) Monthly Statistical Report: April 2021
- H) Publicity and Comments: May 14, 2021

6. Approval of the Agenda

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

7. Funding Request: 2021 Computer Purchasing

Library Director John Rucker requested to spend up to \$33,000 to replace 19 desktop computers, 10 laptop computers and 5 servers in accord with current Technology Plan. He also requested approval to select quotes from two vendors to supply the requested equipment. Motion by Martha Watson, supported by Kim

Langworthy, to approve the Director's request to spend up to \$33,000 between two vendors to replace 34 pieces of computer equipment. By roll call vote, the motion carried unanimously.

8. Finance Committee Recommendations

The Finance Committee reviewed Director Rucker's request for increased expenditures for staffing the Alganssee Branch after the retirement of the previous branch manager. He has assigned the Bronson Branch Manager to also serve as the branch manager for the Alganssee Branch on a temporary basis. He requested to pay her a \$500 lump sum at the end of each month. In addition, he requested to increase the hours of the Alganssee clerk from 19 hours per week to 23 hours per week. Not filling the Alganssee Branch Manager position will save the BDL about \$26,850. The two requested expenditures will reduce that to a net savings of at least \$16,000. Motion by Tom Lowande, supported by Karen Smith, to approve the Finance Committee's recommendations to increase the Alganssee clerk's hours from 19 to 23 per week and to pay the acting Alganssee Branch Manager a monthly lump sum of \$500 in addition to her regular salary as Bronson Branch Manager. By roll call vote, the motion carried unanimously.

9. Branch Manager Update: Julie Baratta, Union Township Branch Manager

This was an informational item and no action was taken.

10. COVID-19 Update This was an informational item and no action was taken.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held in person on Monday, June 21, 2021, at 5:30 at the Coldwater Branch. Connection details will be posted on the library if the meeting is conducted virtually or as a hybrid.

12. Additional Public Comments – None.

13. Adjournment

Motion by Karen Smith, supported by Kim Langworthy, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 6:04 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