

Board of Trustees Regular Meeting
Conducted Virtually on Zoom/YouTube Due to the Coronavirus Situation
Monday, April 20, 2020
5:30 pm

MINUTES

NOTE: In accordance with Michigan Governor Gretchen Whitmer's Executive Order 2020-48, 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, Martha Watson, Susan Brooks, Karen Smith, Sue Smith, and Kim Langworthy.
Board Members Absent/Excused:
Others Present: John Rucker and Kimberly Feltner. 29 others watching remotely.
- 4. Public Comments.** None.
- 5. Consent Agenda (Items A-H)**
Motion by Tom Lowande, supported by Sue 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: March 16, 2020
 - B) Bills: March 2020
 - C) Financial Statements: March 2020
 - D) Branch County Penal Fine Report: Not available yet
 - E) Administrative Reports: April 17, 2020
 - F) Branch Reports: April 17, 2020
 - G) Monthly Statistical Report: March 2020
 - H) Publicity and Comments: April 17, 2020
- 6. Approval of the Agenda**
Motion by Martha Watson, supported by Tom Lowande, to approve the Agenda as presented. By roll call vote, the motion carried unanimously.
- 7. Employment Handbook**
Board President Ben Jewell provided an update on the changes to the draft new handbook since the last meeting. There were no questions or discussion about those changes or any other parts of the new *Employment Handbook*.
 - A) Motion by Tom Lowande, supported by Kim Langworthy, to approve the new *Employment*

Handbook for implementation on May 1, 2020. By roll call vote, the motion carried unanimously.

B) Motion by Martha Watson, supported by Sue Smith, to authorize that any employee who reached a longevity payment from January 1, 2020 to the implementation date of May 1, 2020, be paid the difference between the lower payment they received per the old Manual and the higher payment awarded in the new Handbook. By roll call vote, the motion carried unanimously.

C) Motion by Martha Watson, supported by Tom Lowande, to rescind the following separate policies which are now incorporated into the *Employment Handbook*:

- Credit Cards and Lines of Credit Policy
- Drug-Free Workplace Policy
- Emergency Closing Policy
- Employee Performance Evaluation Policy
- Employee and Volunteer Recognition
- Harassment Policy
- Policy for Compensation in Lieu of Health Care Coverage
- Policy of Continuing Education
- Policy on Service Club Membership
- Public Relations Policy
- Reporting Pay Policy
- Social Security Policy
- Tuition Reimbursement Policy

8. **Director's Self-Evaluation**

Motion by Martha Watson, supported by Karen Smith, to meet in closed session under section 8(a) of the Open Meetings Act and in accord with a request from John Rucker, to consider the Board's evaluation of John's performance as BDL Director. By roll call vote, the motion carried unanimously.

The Board then met in closed session via a separate Zoom meeting to discuss the Board's evaluation of Director Rucker's performance. The public meeting remained open until the Board's return to it.

- A. Motion by Martha Watson, supported by Karen Smith, to reconvene the public meeting to make the decision about John Rucker's performance and to finish the rest of the agenda. By roll call vote, the motion carried unanimously.
- B. Motion by Martha Watson, supported by Tom Lowande, to approve the Board's composite written evaluation of John Rucker's performance. By roll call vote, the motion carried unanimously. Note: The composite evaluation was comprised of the individual ratings and comments submitted by each board member.
- C. Motion by Martha Watson, supported by Sue Smith, to recognize John Rucker's excellent performance by amending his contract to increase the amount of the Board's annual contribution to his retirement fund from \$2,500 to \$3,500. By roll call vote, the motion carried unanimously.
- D. Motion by Martha Watson, supported by Kim Langworthy, to extend John Rucker's employment contract with the change previously approved to Section 4B from \$2,500 to \$3,500. By roll call vote, the motion carried unanimously.

9. **National Library Workers' Day Resolution**

President Ben Jewell explained that the Board chooses this national day every year to recognize the great work of our employees. This year, we intend to pass the resolution of recognition and appreciation now, and will plan something else for when the library is open again and the employees are all back at work. Motion by Martha Watson, supported by Karen Smith, to adopt the attached resolution. By roll call vote of the five members present, the motion carried unanimously.

10. **Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, May 18, 2020, at 5:30 pm, at the Lucille E. Dearth Union Township Branch Library at 195

N. Broadway Street in Union City. If the shelter-in-place order has not been lifted by that time, details of a virtual meeting will be provided ahead of the meeting time.

11. Additional Public Comments. None.

12. Adjournment

Motion by Karen Smith, supported by Tom Lowande, to adjourn the meeting. By roll call vote, the motion carried unanimously. The meeting was adjourned at 6:30 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