



DOROTHY CHERRY, President, County-at-Large  
GEORGANN REPPERT, Vice President, City of Coldwater  
BONNIE FRICK, Secretary, Quincy  
LYNDA CHAN, Trustee, City of Coldwater  
GAYLE CLOVER, Trustee, Bronson  
MARILYN JOHNSON, Trustee, Union Twp.  
MARTHA WATSON, Trustee, County-at-Large

Board of Trustees Regular Meeting  
Quincy Branch Library  
11 N. Main St.  
Quincy, MI 49082  
Monday, July 15, 2013  
5:30 pm

## MINUTES

### CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 5:30 pm.

### ATTENDANCE

Dorothy Cherry, BDL Board President; Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; Lynda Chan (arrived at 6:15); Gayle Clover; Marilyn Johnson, Martha Watson.

### ABSENT

None.

### APPROVAL OF THE AGENDA

**Motion made by Watson, supported by Reppert, to approve the Agenda as written. Motion carried.**

### TIME FOR PUBLIC COMMENTS

None.

### CONSENT AGENDA (ITEMS 1-26)

#### Meeting Minutes

1. BDL Regular Board Meeting: May 20, 2013
2. CPL Regular Board Meeting: May 13, 2013
3. CPL Regular Board Meeting: June 10, 2013

#### Finances

4. Financial Statements: May 2013
5. Financial Statements: June 2013
6. Branch County Penal Fine Report: April 2013
7. Branch County Penal Fine Report: May 2013
8. Quarterly Branch Statements: June 30, 2013

#### Reports from Branches & Departments

9. Branches: June 6, 2013

10. Branches: July 12, 2013
11. Coldwater Kids' Place: May 2013
12. Coldwater Kids' Place: June & July 2013
13. Automation\*: June 13, 2013
14. Automation\*: July 12, 2013

\* The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

#### Statistical Reports & Informational Items

15. Monthly Statistical Report: May 2013
16. Monthly Statistical Report: June 2013
17. Book Budget: May 2013
18. Book Budget: June 2013
19. Capital Projects: May 2013
20. Capital Projects: June 2013
21. BCBS Renewal Rates: Renewal due 9/01/2013
22. Alganssee Donation
23. Newspaper and Media Coverage: June 14, 2013
24. Newspaper and Media Coverage: July 12, 2013
25. Bid from Brusee/Brady for Continuing Coldwater Branch Repairs

#### Correspondence & Patron Comments

26. Patron comments: July 2013

#### **Motion made by Reppert, supported by Watson, to approve the Consent Agenda as written and place the items within on file. Motion carried.**

(The consent agenda includes items from the June meeting, which was cancelled due to a lack of a quorum.)

#### **END OF CONSENT AGENDA**

#### **DISCUSSION & ACTION ITEMS (ITEMS 27-33)**

27. Bills: May 31, June 1 and June 14, 2013  
**Motion made by Frick, supported by Watson, to approve the bills of May 31, June 1 and June 14, 2013. Motion carried.**  
 July Bills: June 28, July 1, and July 12, 2013  
**Motion made by Clover, supported by Watson, to approve the bills of June 28, July 1, and July 12, 2013. Motion carried**
28. Capital Improvement Requests: June & July 2013 **Motion made by Watson, supported by Reppert, to approve the Alganssee branch request for 2 folding tables (up to \$100); Bronson branch request of 1 mobile bookshelf (\$850), 2 mobile bookshelves (\$2,560), 10 chairs (\$1,300) and a book truck (\$315) for a total of \$5,025; Sherwood Capital Fund request of a letter sign board (\$184.99) and a convertible hand truck (\$89.99) for a total of \$274.98 as specified in the written document. Motion carried.**
29. Capital Fund Breakdown: After much discussion **A motion was made by Reppert, supported by Watson, to amend section 4 of the Plan of Service (on page 7 of 10) that says beginning in fiscal year 2014 the Capital Fund should be divided, so that 60% is retained by Central, 40% is allocated in accordance with the percentages previously provided in section 4. The 60% that is being held by the District in the Major Districts Project Fund, will be further divided, 45% for Major Projects that are not Automation related, 35% for current automation and 20% for Future Automation Fund, until the**

**Future Automation Fund hits \$100,000, at which time the board will reconsider the breakdown of the 60%. Roll call vote: Ayes – 3; Nays – 3. Motion failed.**

**Motion made by Chan, supported by Clover, that the breakdown of the Capital money, be reconsidered at the August 2013 meeting. Motion withdrawn.**

**Motion made by Watson, supported by Reppert, that we continue discussion of this whole subject (the breakdown of the Capital set-aside as provided in the Plan of Service) at our next meeting. Motion carried.**

30. Quincy Branch Report: Wood welcomes the board and visitors to the Quincy Branch. At the Circulation desk we have reading boards for all of the kids to sign (per grade level) for reaching their reading goals. We have had over 150 children sign up for Summer Reading. We have candy guessing jars for each age group. We just had our 3<sup>rd</sup> program; so far we have had the Kalamazoo Nature Center; Amphibian/Reptile program; last week we had *The Great Timbini* (Tim Baldwin, the son of Jane Baldwin, Quincy Advisory President for many years, did a wonderful magic show for the kids). We just had our 4<sup>th</sup> Imaginative Art session, with our local artist, the kids loved it. Our Friends had a wonderful June Book Sale and a 4<sup>th</sup> of July Pie Sale that went over very well.
30. Millage Committee Report: Met on July 10, 2013. **Motion by Watson, supported by Frick, to approve the recommendation for the BDL to seek a millage on the August 2014 ballot, of .5 mils for 8 years to go for operating expenses. Motion carried.**
31. Director's Report: July 12, 2013
32. Director's Evaluation: Watson – We had gotten a memo from the Director requesting that the evaluation be done in closed session, in accordance with the law. **Motion by Watson, supported by Clover, to meet in closed session, under section 8a of the Open Meetings Act, to consider the evaluation of the Director's performance, and that the board first meet without the Director present, to discuss the draft evaluation, and then call her in and have further discussion with the director. Motion carried.** Closed session begins at 7:09 pm. \*\*\*15.268 Closed sessions; permissible purposes. Sec. 8. A public body may meet in a closed session only for the following purposes: (a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
- The time is 9:12 pm and the board is reconvening in Open Session. **Motion made by Watson, supported by Reppert, to adopt the collective evaluation of the Evette Atkin's performance during her first year as the Branch District Library Director, with the following additions:**
1. **The Director must identify three (3) options for writing training and submit them to board member Martha Watson, who will select one of the trainings in which the Director must attend before April 30, 2014.**
  2. **The Director must spend meaningful time each month in each branch. Examples of meaningful activities may include meeting with staff and patrons, attending Friends meetings, participating in branch activities etc..**
  3. **At least annually, the Director must get on the agenda for meetings of the local branch municipality boards or city councils to present a report on the Branch District Library.**
  4. **The Director must abide by and enforce all board policies. If there is a policy which poses a problem, the Director must bring proposed changes to the policy to the appropriate board committee.**
  5. **In addition we would like the Director to bring one (1) policy to the board to review at each board meeting. The goal is to ensure that we all have a common understanding of the policies and that they are reviewed on a regular basis.**

**6. The Director must communicate in a timely manner, specifically she must respond to all emails and phone calls related to library business.**

**Watson further moves that Evette Atkin's contract be extended with the following change: Section 2b is to be amended to read as follows: The board shall evaluate the employee in May of each year. Motion carried. Placed on file.**

Watson wants it noted: "We consider that Evette has done a very good job during her first year, albeit with a steep learning curve and room for improvement, but we all have room for improvement. We expect that she will be doing an even better job next year."

**Placed on File.**

**ADDITIONAL COMMENTS & ANNOUNCEMENTS**

1. Rucker comments: I find a real cognitive disconnect between the comments you've just made and saying she did a great job. I find it utterly bizarre, especially in contrast with the performance that was allowed to persist for over eight years with the previous director. It is almost as if you collectively feel guilty about that and are taking it out on her. Going down this list, her reports are almost identical to the length and quality of the previous director; she spends more time at the branches than he ever did. I never recall him attending local meetings. I don't know about the respond time to communications, obviously I don't read her email or check her voicemail. I get the feeling she is being picked on and I am almost speechless.  
Frick responds: We felt as a board that this time we felt that if we had a problem with something we wanted to give the Director something specific that they could work on. You are right, previously for eight years, things weren't done, but the board wanted to be able to do things different and be able to give specifics for areas of improvement.  
Cherry: The board did not evaluate the prior director annually, so there was not an opportunity for these comments, because we did not have the prior evaluation. Also we have a different contract than the one the previous director was hired under.  
Watson adds: I am an experienced Human Resource Director with 34 years of experience. I know how to do it right, and part of what I am trying to do with the board is offer my guidance with the best way to handle personnel issues in general.
2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, **August 19, 2013** at 5:30 pm **at the Sherwood Branch Library.**

**ADJOURNMENT**

**Motion made by Chan, supported by Clover, to adjourn the meeting. Motion carried. The meeting was adjourned at 9:20 pm.**

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  
[secretary@BranchDistrictLibrary.org](mailto:secretary@BranchDistrictLibrary.org)