



MARTHA WATSON, President County-at-Large
ERICA EWERS, Vice President, County-at-Large
BONNIE FRICK, Secretary, Quincy
DANIEL GORDON, City of Coldwater
BENJAMIN JEWELL, City of Coldwater
MARILYN JOHNSON, Union Twp.
LEWIS UHRIG, Bronson

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, February 24, 2014
5:30 pm

MINUTES

CALL TO ORDER

BDL President Martha Watson called the meeting to order at 5:31 pm.

ATTENDANCE

Erica Ewers, Bonnie Frick, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Lewis Uhrig, Martha Watson.

ABSENT

None.

OTHERS PRESENT

Evette Atkin, Lynnell Eash, Tim Taylor, Gina Horn, Jeanne Berg, John Rucker

APPROVAL OF THE AGENDA

Motion made by Ewers, supported by Jewell, to approve the agenda, moving items #1 Regular Board Meeting, January 13, 2014; #9 System Librarian report & #16 Village of Sherwood Agreement to Action & Discussion. Motion carried.

TIME FOR PUBLIC COMMENTS

None.

CONSENT AGENDA (ITEMS 1-15)

Meeting Minutes

1. *** BDL Regular Board Meeting: January 13, 2014 (moved to Discussion & Action # 16)
2. CPL Regular Board Meeting: December 9, 2013
3. CPL Regular Board Meeting: January 13, 2014

Finances

4. Financial Statements: January 2014
5. 4th Quarter Financial Statements: Three Months Ending December 31, 2013
Branch County Penal Fine Report: not available at this time.

Reports from Branches & Departments

6. Branches: February 10, 2014

7. Coldwater Kids' Place: February 2014
8. Coldwater Adult Programming: February 2014
9. ***Systems Librarian*: February 13, 2014 (moved to Discussion & Action #17)
* The Systems Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

Statistical Reports & Informational Items

10. Monthly Statistical Report: January 2014
11. Book Budget: January 2014
12. Capital Projects: December 2013
13. Capital Projects: January 2014
14. Newspaper Coverage: February 13, 2014
15. Informational Meeting Presentation
16. ***Village of Sherwood Rental Agreement (moved to Discussion & Action # 18)

Correspondence & Patron Comments

Patron comments: none

Motion made by Ewers, supported by Johnson, to approve the Consent Agenda as amended and place the items within on file. Motion carried.

END OF CONSENT AGENDA

DISCUSSION & ACTION ITEMS (ITEMS 16-22)

17. *** BDL Regular Board Meeting: January 13, 2014 (moved from Consent Agenda #1)
Committee Assignments
Building Committee: Louie Uhrig, Erica Ewers, Daniel Gordon, Carole Bolton.
Children's Services Committee: Erica Ewers, Marilyn Johnson, Bonnie Frick.
Finance Committee: Daniel Gordon, Bonnie Frick, Erica Ewers.
Personnel Committee: Ben Jewell, Martha Stewart Watson, Marilyn Johnson.
Technology Committee: Bonnie Frick, Martha Watson, Daniel Gordon.
Ad-Hoc Millage Committee: Marilyn Johnson, Ben Jewell, Louie Uhrig.
18. ***Systems Librarian*: February 13, 2014 (moved from Consent Agenda #9) Discussion, no action.
19. ***Village of Sherwood Rental Agreement (moved from Consent Agenda #16) **Motion by Watson, supported by Uhrig, to have the Director negotiate a new contract with the Village of Sherwood, and to bring it to the next board meeting for board approval. Motion carried.**
20. 2013 Audit Report: **Motion by Frick, supported by Gordon, to accept the audit report. Motion carried.** The BDL Board thanks Tim Taylor for his presentation.
21. Bills: January 24, February 1, and February 7, 2014
Motion made by Uhrig, supported by Frick, to approve the bills of January 24, February 1, and February 7, 2014. Motion carried.
22. Capital Requests: February 2014 **Motion made by Ewers, supported by Gordon, to approve Bronson's Capital request of Wind-tunnel Upright Vacuum from Barone Hardware & Auto \$149.99 and a Sunbeam Microwave Oven from Meijer \$49.00 for a total of \$198.99. Motion carried.**
23. 2nd Millage Revenue Breakdown: Currently each branch is credited with the following percentages. Algansee .09375; Bronson .1875; Coldwater .25; Quincy .1875; Sherwood .09375; Union .1875. The Plan of Service states that beginning in fiscal year 2014, 50% of the Capital Improvement Fund shall be reserved for the branches, to be spent

as the branches propose for local needs as specified in Section IV of the Plan of Service and approved by the BDLS Board. The remaining 50% of the Capital Improvement Fund shall be further divided in three ways: 45% for major projects that are not typically Information Technology (IT)-related. 35% will go for IT needs. 20% for future automation fund that is not to be touched except as the Board approves for major library system software upgrades.

Motion by Watson, supported by Ewers to use the formula we are currently using. Motion carried.

24. Board Training: The board agreed to training. Evette will set it up with the Director at Woodlands. This will take place 2 hours prior to the regularly scheduled meeting either in April or May.
25. Director's Report: February 14, 2014
- Attending Municipal Meeting Requirement: According to the Performance Review & Expectations #3. At least once a year, you must ~~get on the agendas~~ **attend** for meetings of the local branch municipalities' boards and/or city councils to present reports on the Branch District Library or to discuss other library business. **Motion by Frick, supported by Jewell, to have the Director attend municipal meetings, but not require that she be on the agenda, as Public Comments are a part of all municipal meetings. Motion carried.**
26. Policy Review:
- A. Part VI, Section E. DISMISSALS: Employees are dismissed or suspended by the Director after s/he communicates with the Personnel Committee of the Library Board.
Recommended Change: Employees are suspended by the Director. Employee dismissal occurs after the Director communicates with the Personnel Committee of the Library Board. **Motion by Jewell, supported by Gordon, to accept the policy change as written. Motion carried.**
27. Millage Language:
- BALLOT QUESTION
 Shall the County of Branch establish an annual millage, pursuant to Public Act 24 of 1989, as amended. The amount of the millage levy shall be .5 mills for a period of eight years, for the purpose of the operating expenses for all branches of the Branch District Library. The .5 mills annually would raise the sum of \$_____.
Motion by Uhrig, supported by Jewell, to approve the Millage language. Motion carried.
 - RESOLUTION
 WHEREAS, the District Library Board of the Branch District Library has, pursuant to Act 24 of the Public Acts of 1989, specifically MCL 397.182(1)(i), determined that it is necessary to lay before the electors a request for tax support for the district library;

BE IT RESOLVED AS FOLLOWS:

The Branch District Library shall place upon the ballot for August 6, 2014, a ballot question regarding a countywide levy in the amount of .5 mills, for eight years, to be used for operating expenses for all branches of the Branch District Library. **Motion by Gordon, supported by Ewers, to approve the resolution. Roll call vote: 7 ayes, 0 nays, 0 absent. Resolution passed.**

Placed on File.

ADDITIONAL COMMENTS & ANNOUNCEMENTS

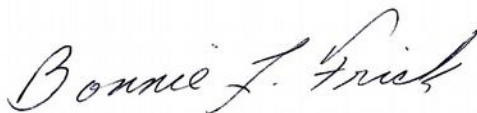
1. No additional comments

2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 19, 2014 at 5:30 pm in the meeting room of the Coldwater Branch Library.

ADJOURNMENT

Motion made by Jewell, supported by Ewers, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:45 pm.

Respectfully Submitted,



Bonnie Frick
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
secretary@BranchDistrictLibrary.org