

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, April 20, 2015
5:30 pm

MINUTES

1. Call to Order

BDL President Erica Ewers called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Erica Ewers, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Susan Smith, Lewis Uhrig,

Board Members Absent: Martha Watson (excused)

Others Present: John Rucker, Evette Atkin, Gina Horn, Darlene Curtis, Jeanne Berg, Lynnell Eash

4. Time for Public Comments

None.

5. Consent Agenda (Items A-O)

Motion made by Gordon, supported by Jewell, to approve the Consent Agenda as written and place the items within on file. Motion carried.

A) BDL Regular Board Meeting Minutes: March 16, 2015

B) CPL Regular Board Meeting Minutes: April 13, 2015

C) Financial Statements: March 2015

D) Quarterly Branch Statement: March 31, 2015

E) Branch County Penal Fine Report: January, February, and March 2015

F) Branch Reports: March 2015

G) Coldwater Kids' Place Report: April 2015

H) Coldwater Adult Programming Report: April 2015

I) Systems Librarian Report*: April 15, 2015

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

- J) Monthly Statistical Report: March 2015
- K) Book Budget: March 2015
- L) Capital Projects: March 2015
- M) Newspaper Coverage: April 15, 2015
- N) Patron Comments: April 15, 2015
- O) Correspondence: City of Coldwater

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion made by Smith, supported by Gordon, to approve the Agenda as written. Motion carried.

7. Bills: March 20, April 1, April 3, and April 17, 2015

Motion made by Uhrig, supported by Johnson, to approve the bills of March 20, April 1, April 3, and April 17, 2015. Motion carried.

8. Finance Committee: Met March 23, 2015.

- Ewers reports: The Finance Committee met with our insurance agent and are getting quotes for additional liability insurance and an internet security policy. As soon as we receive the quotes, we will schedule another Finance Committee meeting and make a recommendation.

9. Capital Requests:

- A) Coldwater Branch Dumbwaiter - **Motion made by Gordon, supported by Johnson, to approve the repair of the dumbwaiter at the cost of \$3,620.24 to come from the Fisher Fund. Motion carried.**
- B) Union Twp. Branch - **Motion made by Jewell, supported by Gordon, to approve the purchase of a Suggestion Box for \$66.98 and a Site Savor Smoking Urn and bolt-down kit for \$55 for a total of \$121.98 plus shipping, to be paid from the Union Capital Fund. Motion carried.**

10. Staff In-Service Day: **Motion made by Jewell, supported by Smith, to approve to close the Coldwater Branch for a Staff In-Service Day on Monday, October 26, 2015 for ALICE (Alert, Lockdown, Inform, Counter and Evacuate) and CPR training. Motion carried.**

11. Personnel Committee: Met April 8, 2015.

- Jewell report reported on the Personnel Committee meeting. **Motion made by Gordon, supported by Smith, to hire the investigator at the rate of \$175 per hour, as recommended by the Personnel Committee. Motion carried. Motion by Jewell, supported by Uhrig, to postpone the Director's self evaluation and performance review until the investigation is complete. Motion carried. Motion made by Gordon and supported by Smith, to authorize the Personnel Committee to coordinate the**

- investigation, send letters as needed, and forward the findings to the board with a recommendation. Motion carried.**
- 12. Personnel Policy Manual Rewrite: Received quotes from Carl Butterer. Motion made by Uhrig, supported by Jewell, to wait on personnel policy, until the conclusion of the investigation. Motion carried.**
- 13. Director's Report: April 17, 2015**
Placed on file.
- 14. Website Privacy Policy: Motion made by Jewell, supported by Uhrig, to approve the update of the Website Privacy Policy. Motion carried.**
- 15. FOIA Policy: Motion by Gordon, supported by Smith, to approve the recommended FOIA Policy. Motion carried.**
- 16. Announcements**
The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, May 18, 2015 at 5:30 pm at the Algansee Branch Library.
- 17. Additional Public Comments**
The Building Committee meeting will be scheduled to discuss the problem with the stairs. Everyone is invited to the Annual All Friends meeting at the Quincy Branch at 6:30pm in the township meeting area in the basement.
- 18. Adjournment Motion by Jewell, supported by Gordon to adjourn the meeting. Meeting adjourned at 6:35pm.**

Respectfully Submitted,

Marilyn Johnson
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