

Board of Trustees Regular Meeting
Sherwood Branch Library
118 Sherman St., Sherwood, MI 49089
Monday, August 17, 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 (arrived at 5:39pm), Marilyn Johnson, Susan Smith, Lewis Uhrig, Martha Watson.

Board Members Absent: None

Others Present: John Rucker, Darlene Curtis, Gina Horn, Bonnie Sherman, Lynnell Eash, Lisa Wood and other members of the public.

4. Time for Public Comments

None.

5. Consent Agenda (Items A-M)

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

A) BDL Regular Board Meeting Minutes: July 27, 2015

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

C) Financial Statements: July 2015

D) Branch County Penal Fine Report: July 2015

E) Acting Director's Report: August 14, 2015

F) Branch Reports: August 10, 2015

G) Coldwater Kids' Place Report: August 2015

Coldwater Adult Programming Report: No report

H) Systems Librarian Report*: August 14, 2015

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

I) Monthly Statistical Report: July 2015

J) Book Budget: July 2015

K) Capital Projects: July 2015

L) Newspaper Coverage: July 27 – August 10, 2015

M) Patron Comments: August 7, 2015

END OF CONSENT AGENDA

- 6. Approval of the Agenda:**
Motion made by Watson, supported by Uhrig, to remove the Sherwood Branch Report (item # 15) and to replace it with Bank Account Information for Bookkeeper, and to approve the agenda as amended. Motion carried.
- 7. Sherwood Capital Transfer Adjustment Request:** Motion by Gordon, supported by Smith, to approve the Sherwood Capital transfer changes as requested. Motion carried.
- 8. 2015 Tax Rate L-4029:** Motion by Watson, supported Gordon to approve the 2015 tax rate L-4029. Motion carried.
- 9. Bills: July 1, July 10, and July 24, 2015**
Motion made by Gordon, supported by Watson, to approve the bills of July 1, July 10, and July 24, 2015. Motion carried.
- 10. Capital Requests: Algansee**
Motion made by Watson, supported by Smith, to approve the Capital request of one Swag lamp with shade for a total of \$108.73. Motion carried.
- 11. Resolution for Elevator Loan:** Motion by Watson, supported by Gordon, to accept the loan proposal, dated July 29, 2015, from Southern Michigan Bank and Trust for \$80,000 and to authorize and designate BDL Board Secretary, Marilyn Johnson, and BDL Board President, Erica Ewers, as Trustees to execute all documents necessary to effectuate and obligate Branch District Library for the sum of the loan.
 Roll call vote:
 Daniel Gordon: Yes
 Benjamin Jewell: Yes
 Marilyn Johnson: Yes
 Susan Smith: Yes
 Lewis Uhrig: No
 Martha Watson: Yes
 Erica Ewers: Yes
Motion by Jewell, supported by Smith, to move the funds for the elevator loan to the Coldwater Capital fund and to pay the loan from that fund. Uhrig voted no; all others voted yes. Motion carried.
- 12. Director Search: Watson reported** – The Personnel Committee would like to be designated as the Committee in charge of the Director search. The Personnel Committee is also looking into a restructure of the library organization. The job descriptions from 2003 need to be revised and the committee will be looking at who the director will supervise. Watson has been contacting Executive Search Firms to see how much they would charge for a Director search. We should have more information at the Special Meeting of the BDL Board on Wednesday, August 19, 2015. The Bookkeeper hours have been increased to 35 hours a week. We would like to survey the staff to find out what they would like to see in a new Director. Carole Bolton, President of the Coldwater Public Library Board has requested to be on the search committee.

- 13. Coldwater Branch Lease:** Rucker reported – We have gone through the lease. Ralph Stevens provided his recommendations of some wording changes. We should then submit the changes to the library's attorney at Foster, Swift and Collins then submit it to the City. Jewell suggests that he and Stevens can go over the lease instead of sending it to the library's attorney at Foster, Swift and Collins for final approval.
- 14. Special Board Meeting Agenda:** Director Search (eg. Selection of the Search Committee) Add Coldwater Building Lease to the agenda.
- 15. Bookkeeper Access to Banking Info.:** **Motion by Uhrig, supported by Gordon to remove Jeanne Berg from all financial accounts and to approve the Bookkeeper, Darlene Curtis and the library's accounting firm, Taylor Plant and Watkins P.C., to have access to the information on all financial accounts. Motion carried.**
- 16. Announcements:**
A Special Meeting of the Branch District Library Board of Trustees will be held Wednesday, August 19, 2015, at 5:30 pm in the Meeting Room of the Coldwater Branch Library.

The next regular meeting of the Branch District Library Board of Trustees will be held Monday, September 21, 2015, at 5:30 pm at the Lucille E. Dearth Union Twp. Branch Library.
- 17. Additional Public Comments:**
None.
- 18. Adjournment:** **Motion by Watson, supported by Smith to adjourn. Meeting adjourned at 6:22pm**

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