

Board of Trustees Regular Meeting  
Quincy Branch Library  
11 N. Main St., Quincy, MI 49028  
Monday, September 17, 2018  
5:30 pm

## MINUTES

### 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, Sue Smith, Martha Watson, Margaret Clemens, Kim Langworthy, Susan Brooks.

Board Members Absent/Excused: Tom Lowande

Others Present: Linda Lyshol, Gina Horn, John Rucker, Kimberly Feltner, Lisa Wood, Erica Ewers, and other members of the public.

### 4. Welcome & Introduction of New Trustee

The Board welcomed new trustee, Susan Brooks, who is representing the County-at-Large. She is completing the term of a vacant position, and that term ends on December 31, 2020.

### 5. Time for Public Comments. None.

### 6. Consent Agenda (Items A-G)

Motion by Watson, supported by Smith, to approve the Consent Agenda and place the items within on file. Motion carried.

- A) Bills: August 2018
- B) Financial Statements: August 2018
- C) Branch County Penal Fine Report: August 2018
- D) Administrative Reports: September 2018
- E) Branch Reports: September 2018
- F) Monthly Statistical Report: August 2018
- G) Publicity and Comments: September 2018

### 7. Approval of the Agenda

Motion by Watson, supported by Smith, to approve the Agenda with the addition of Item 9B-Status of the Morton Trust requested by President Jewell. Motion carried.

### 8. Branch Requests

There were requests from the Bronson, Union and Quincy Branches to expend capital funds.

- A) Motion by Watson, supported by Smith, to approve Bronson's request to spend

**\$12,027.54 plus shipping costs out of their remaining capital budget of \$57,561.10. Motion carried.** The expenditure is for shelving, coat racks, heavy duty steel chairs, chairs for toddlers, adjustable height tables, a mobile podium, a bike rack, a heavy-duty waste receptacle for the parking lot, an office shredder, an outdoor bulletin board, a library logo interior floor mat, and cigarette disposal receptacles.

- B) **Motion by Watson, supported by Smith, to approve Union's request to spend \$948.44 (including shipping costs) out of their remaining capital budget of \$7,990.30. Motion carried.** The expenditure is for 2 iPads & mounts to be added to the existing crayon kiosk used by children.
- C) **Motion by Watson, supported by Smith, to approve the Technology Committee's recommendation to spend \$42,000 out of the remaining \$45,835.95 in the system-wide IT needs capital fund. Motion carried.** The expenditure is for scheduled 5-year replacement of laser printers, desktop computers, laptop computers, and server computers; replacement of time clocks and digital signage system; and a projector and A/V gear for the Coldwater Branch meeting room.

#### **9. Building Committee Meeting-Building Needs Assessment Study**

**This was an informational item and no action was taken.** The Director and Building Committee shared the facilities needs assessment that had been prepared for us for the Alganssee, Coldwater and Sherwood Branches. Discussion centered on the perception that the consultant's estimates for new buildings for each branch were excessive, but that the report on current facilities and needs would be quite valuable.

#### **9B. Status of the Morton Trust**

This was discussed and it was clear that Library staff and the interested Alganssee citizens were each waiting for information from the others. It was requested that the Morton Trust funds be placed in a one-year certificate of deposit. **Motion by Watson, supported by Clemens, to place the Morton Trust funds in a one-year certificate of deposit with whatever bank offered the best interest rate. Motion carried.**

#### **10. Policy Review-Gift & Donation Policy**

The proposed policy was reviewed and discussed. There was clear support for the policy, but also concern that the language seemed to be a bit discouraging and might have a chilling effect on potential donors. Watson volunteered to soften the language without changing the meaning. **Motion by Watson, supported by Langworthy, to table the proposed policy until the next regular meeting. Motion carried.**

#### **11. 2019 BDL Regular Board Meeting Dates**

**Motion by Watson, supported by Langworthy, to approve the resolution setting the dates for the Board's regular meetings in 2019. Motion carried.** Those dates are:

DATE	BRANCH
January 21, 2019	Coldwater
February 18, 2019	Coldwater
March 18, 2019	Coldwater
April 15, 2019	Coldwater
May 20, 2019	Algansee
June 17, 2019	Bronson
July 15, 2019	Quincy
August 19, 2019	Sherwood
September 16, 2019	Union
October 21, 2019	Coldwater
November 18, 2019	Coldwater
December 16, 2019	Coldwater

The Board was also reminded that at the July 2018 meeting, the Board voted to add a special meeting every March for an annual review of the BDL’s statistics.

**12. Report from the Host Branch – Quincy**  
**This was an informational item and no action was taken.**

**13. Announcements**

The Board will hold a special meeting on Wednesday, September 26th in the Coldwater Branch meeting room. The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 15th, at 5:30 pm, also in the Coldwater Branch meeting room.

**14. Additional Public Comments – None.**

**15. Adjournment**

Motion by Smith, supported by Langworthy, to adjourn the meeting. Motion carried.

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  
(517) 278-2341  
secretary@BranchDistrictLibrary.org