

Board of Trustees Regular Meeting
Branch District Library-Coldwater Branch
10 E. Chicago St., Coldwater, MI 49036
Monday, October 15, 2018
5:30 pm

MINUTES

1. Call to Order

BDL Vice President Sue Smith called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Sue Smith, Martha Watson, Margaret Clemens, Kim Langworthy, Tom Lowande, Susan Brooks.

Board Members Absent/Excused: Ben Jewell

Others Present: Linda Lyshol, Gina Horn, Kimberly Feltner, Lisa Wood, Toni Dauster, and Laura Sachjen.

4. Public Comments - None.

5. Consent Agenda (Items A-G)

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

- A) BDL Regular Meeting Minutes: August 20, 2018
- B) BDL Regular Meeting Minutes: September 17, 2018
- C) BDL Special Meeting Minutes: September 26, 2018
- D) Bills: September 2018
- E) Financial Statements: September 2018
- F) Branch County Penal Fine Report: September 2018
- G) Administrative Reports: October 10, 2018
- H) Branch Reports: October 2018
- I) Monthly Statistical Report: September 2018
- J) Publicity and Comments: October 2018

6. Approval of the Agenda

Watson requested that items 8, Personnel Committee Report, and 9, Presentation and Review of Director's Performance Expectations Memo, be combined into a single agenda item. **Motion by Lowande, supported by Watson, to approve the Agenda with the change requested by Watson. Motion carried.**

7. Gifts & Donation Policy

This item was introduced at the September meeting. It was carried over to this meeting. Watson gave an overview of the changes made since the last meeting. Lyshol explained that the precise

language of the Restricted Donations section is needed for the lawyers typically involved in trusts, estates and the like. Watson expressed concern that there might be confusion about the form attached to the policy as it is intended only to be used for monetary donations that aren't bequests, trusts, estates, etc. It was decided to try it as written now and, if problems occur, we can always amend it later.

Motion by Watson, supported by Langworthy, to approve the revised Gifts and Donations Policy. Motion carried.

8. Personnel Committee Report/Director's Performance Expectations Memo.

The Personnel Committee met on October 12th to review requests from the Director and to review the draft Performance Expectations Memo for the Director. The Director's requests will be going to the Finance Committee. Watson pointed out the changes and additions from last year's expectations memo. The biggest change is the addition of items related to the strategic plan. **Motion by Watson, supported by Lowande, to approve the Director's Performance Expectations Memo. Motion carried.**

9. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, November 19, 2018, at 5:30 pm, in the 4th Floor Meeting Room of the Coldwater Branch.

10. Additional Public Comments – None.

11. Adjournment

Motion by Lowande, supported by Clemens, to adjourn the meeting. Motion carried.

Meeting was adjourned at 5:39 pm.

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:

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