



**Branch District  
Library**

www.BranchDistrictLibrary.org

BENJAMIN JEWELL, President, City of Coldwater  
THOMAS LOWANDE, Vice President, Union Twp.  
MARTHA WATSON, Secretary, City of Coldwater  
SUSAN BROOKS, Trustee, County-at-Large  
KIMBERLY LANGWORTHY, Trustee, County-at-Large  
KAREN SMITH, Trustee, Bronson Twp.  
SUSAN SMITH, Trustee, Quincy Twp.

**Board of Trustees Regular Meeting  
Conducted Virtually on Zoom/YouTube Due to the Coronavirus Situation  
Monday, April 20, 2020  
5:30 pm**

**AGENDA**

In accordance with Michigan Governor Gretchen Whitmer's Executive Order 2020-48, designed to help prevent the spread of the coronavirus by allowing public bodies subject to the Open Meetings Act to use telephone or video conferencing technology to meet and conduct business, the Branch District Library Board of Trustees is holding its regular April meeting via online live streaming.

Members of the public wishing to participate in the meeting have the following options:

- If you wish only to observe and listen:
  - We recommend you use our YouTube live stream at <https://www.youtube.com/c/BranchdistrictlibraryOrg/live>.
  - Join the meeting on Zoom via the following address: <https://zoom.us/j/95593524383>.
  - You may also call in on a telephone to listen to the meeting audio. Dial **1-312-626-6799**, and enter meeting ID **955-9352-4383**. A participant ID is not required to listen.
- If you wish to give public comment:
  - Join the meeting on Zoom via the following address: <https://zoom.us/j/95593524383>. Indicate you wish to speak by pressing the "Raise Hand" icon in Zoom before a public comment period.
  - Send an email by 4:00pm prior to the meeting to the Board of Trustees at [https://www.BranchDistrictLibrary.org/email\\_bdl\\_board](https://www.BranchDistrictLibrary.org/email_bdl_board).
  - Send an email by 4:00pm prior to the meeting to the Library Director at [https://www.BranchDistrictLibrary.org/email\\_john](https://www.BranchDistrictLibrary.org/email_john).
  - Leave a voicemail by 4:00pm prior to the meeting by calling the Library Director at **517-279-7848**.
  - Dial **1-312-626-6799**, and enter meeting ID **955-9352-4383**. A participant ID is not required to listen. If you wish to make a comment, press **\*9** on your touchtone phone or keypad before a public comment period.
- During the public comment periods, those indicating they wish to speak will be recognized. Individuals making public comments should state their name and where they live before their comment. The time limit for any individual's public comments will be 5 minutes.

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call / Attendance**

**4. Time for Public Comments**

This is a time for participation from the public. Those wishing to speak should indicate their desire to do so by pressing the “Raise Hand” button in Zoom, or dialing \*9 on their telephone keypad. There will be a time limit of five minutes per speaker. Some questions may require research, in which case no answer may be available at this time.

**5. Consent Agenda (Items A-H)**

Items listed in the Consent Agenda are considered to be routine matters or items not needing further discussion. Board members should indicate now if they would like any items moved from the Consent Agenda for discussion. Approval of these items will be enacted in one motion.

- A) BDL Regular Board Meeting Minutes: March 16, 2020
- B) Bills: March 2020
- C) Financial Statements: March 2020
- D) Branch County Penal Fine Report: not available at this time
- E) Management Reports: April 17, 2020
- F) Branch Reports: April 17, 2020
- G) Monthly Statistical Report: March 2020
- H) Publicity and Comments: April 17, 2020

END OF CONSENT AGENDA

**6. Approval of the Agenda****7. Employment Handbook****A. Report****B. Employment Handbook 4/14/2020 Draft****8. Closed Session: Director’s Evaluation****9. National Library Workers’ Day Resolution****10. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, May 18, 2020, at 5:30 pm at the Lucille E. Dearth Union Twp. Branch Library, assuming the shelter in place order has been lifted by that time. Otherwise, details of a virtual meeting will be provided ahead of the meeting time.

**11. Additional Public Comments**

This is a time for participation from the public. Those wishing to speak should indicate their desire to do so by pressing the “Raise Hand” button in Zoom, or dialing \*9 on their telephone keypad. There will be a time limit of five minutes per speaker. Some questions may require research, in which case no answer may be available at this time.

**12. Adjournment**

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  
 info@BranchDistrictLibrary.org