



**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
Monday, January 18, 2021
5:30 pm**

In an effort designed to help prevent the spread of the coronavirus, the Branch District Library Board of Trustees is holding this meeting via an online livestream, as permitted by the Michigan Open Meetings Act, PA 228 of 2020. Connection details are below, or see our Online Meeting Guide for help.

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 view our livestream by going to:
<https://www.BranchDistrictLibrary.org/livestream>.
 - Join the meeting on Zoom via the following address:
<https://us02web.zoom.us/j/89039216430>.
 - You may also call in on a telephone to listen to the meeting audio. Dial **1-312-626-6799**, and enter meeting ID **89039216430**. 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://us02web.zoom.us/j/89039216430>. 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 Library Director at director@BranchDistrictLibrary.org or to BDL Trustees listed at https://www.BranchDistrictLibrary.org/library_board.
 - Use our web form at https://www.BranchDistrictLibrary.org/suggestion_box.
 - 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 **89039216430**. 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. When instructed, press ***6** to unmute yourself.

- 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.

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Roll Call / Attendance

All trustees attending virtually must state their physical location for the record.

4. Election of Officers

5. Updating Bank Signatures**6. BDL Committee Assignments**

2020 Committee Assignments were:

Building Committee: Benjamin Jewell, Kimberly Langworthy, Thomas Lowande

Finance Committee: Susan Brooks, Kimberly Langworthy, Karen Smith

Personnel Committee: Benjamin Jewell, Thomas Lowande, Martha Watson

Public Services Committee: Susan Brooks: Thomas Lowande, Sue Smith

7. Trustee Per Diem Options**8. 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. Speakers must identify themselves for the record, and 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.

9. 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: December 21, 2020

B) Bills: *Not available until after the audit*

C) Financial Statements: *Not available until after the audit*

D) Branch County Penal Fine Report: December 2020

E) Administrative Reports: January 15, 2021

F) Branch Reports: January 15, 2021

G) Monthly Statistical Report: *Not available until after the audit*

H) Publicity and Comments: January 15, 2021

END OF CONSENT AGENDA

10. Approval of the Agenda**11. Personnel Committee: Draft COVID-19 Paid Leave Policy****12. Student Prints During COVID-19****13. Coldwater DDA Request****14. Bronson Repairs Update****15. COVID Update****16. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 15, 2021, at 5:30 pm, either virtually or in person as the situation allows, and notices will be posted in advance. If virtual, connection details will be posted on the library website.

17. 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. Speakers must identify themselves for the record, and 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.

18. 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