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Board of Trustees Regular Meeting
Coldwater Branch, 10 E Chicago Street, Coldwater, MI 49036
Conducted as a Hybrid Meeting In-Person & via Zoom/YouTube due to the Coronavirus
Monday, November 15, 2021, 5:30 pm

MINUTES

1. Call to Order

BDL President Ben Jewell called the meeting to order at 5:34 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Ben Jewell attending virtually from Coldwater, MI; Martha Watson attending virtually from Coldwater, MI; Karen Smith attending in person from Coldwater, MI; Kimberly Langworthy attending virtually from Coldwater, MI; Susie Brooks attending in person from Coldwater, MI; and Sue Smith attending in person from Coldwater, MI.

Trustees Absent: None.

Others Present: Staff members John Rucker, Kimberly Feltner, Jessica Tefft, Keeley Briggs, and Lisa Wood participated via Zoom. No one was watching via YouTube because the Board's attempts to connect to YouTube failed repeatedly.

4. Time for Public Comments

No public comments were made.

5. Consent Agenda (Items A-H)

Motion by Martha Watson, supported by Sue Smith, to approve the Consent Agenda and place the items within on file. By roll call vote, the motion passed unanimously.

- A. BDL Regular Board Meeting Minutes: October 18, 2021
- B. Bills: October 2021
- C. Financial Statements: October 2021
- D. Branch County Penal Fine Report: September 2021
- E. Management Reports: November 12, 2021
- F. Branch Reports: November 11, 2021
- G. Monthly Statistical Report: October 2021
- H. Publicity and Comments: November 12, 2021



BDL ADMINISTRATIVE OFFICES

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6. Approval of the Agenda

Motion by Karen Smith, supported by Susie Brooks, to approve the Agenda as presented. By roll call vote, the motion passed unanimously.

7. Personnel Committee Report and Recommendations

The Personnel Committee met via Zoom on November 11th to discuss several things, including updates on recent hires, the 2022 Budget, staffing the bookmobile, our True Colors training, reinstating the temporary COVID-19 Leave Policy, a discrepancy between our recent Privacy Policy and the Employment Handbook, and a proposed contract adjustment for Kimberly Feltner and Jessica Tefft. The Personnel Committee made 3 recommendations to the Board.

A. Motion by Martha Watson, supported by Sue Smith, to reinstate the lapsed "Temporary COVID-19 Paid Leave Policy" retroactive to November 1, 2021 using the same language and adding a sunset date of June 30, 2022. By roll call vote, the motion passed unanimously.

B. Motion by Martha Watson, supported by Karen Smith, to amend Chapter 10, Section 4 of the *Employment Handbook* as follows: "~~Employees may not publish photographs of patrons and minors in any media without a written authorization and release of liability from the patron or the minor's parent or legal guardian.~~ Photographs or video of patrons should be taken only on the BDL's cameras whenever possible and must not show the use of specific services, materials or information resources." By roll call vote, the motion passed unanimously.

C. Motion by Karen Smith, supported by Sue Smith, to amend Section 4B of the current contracts of Kimberly Feltner and Jessica Tefft to increase the Employer's annual contribution to the employees' Retirement/IRA from \$500 to \$2000 By roll call vote, the motion passed unanimously.

D. Motion by Martha Watson, supported by Kim Langworthy, to amend Section 4C of the current contracts of Kimberly Feltner and Jessica Tefft to increase the employees' annual Paid Time Off (PTO) from 200 to 256 hours. By roll call vote, the motion passed unanimously.

8. Budget Hearing: Final Reading of the 2022 Operating and Special Revenues Fund Budgets

Motion by Karen Smith, supported by Martha Watson, to approve the 2022 Operating Fund Budget with the inclusion of a 5% cost of living increase (COLA) for all employees. By roll call vote, the motion passed unanimously.

Motion by Karen Smith, supported by Martha Watson, to approve the 2022 Special Revenue Fund Budget as presented. By roll call vote, the motion passed unanimously.

9. BDL Board Meeting Dates for 2022

Motion by Martha Watson, supported by Karen Smith, to approve the resolution setting the dates and locations for the Board's meetings in 2022. By roll call vote, the motion passed unanimously. The meetings will continue to be at 5:30 pm on the third Monday of each month. The locations include a return to meetings at the outlying branches during the months of May through September, assuming the COVID-19 situation has not worsened.

10. BDL Holidays and closing Dates for 2022

Motion by Martha Watson, supported by Sue Smith, to approve the proposed 2022 BDL holidays and closing dates. By roll call vote, the motion passed unanimously. The holidays and closing dates are the same as those in 2021.

11. Covid-19 Update

Director Rucker gave a brief report indicating that there have been no new cases of staff members becoming ill or having to quarantine due to exposure, although one employee had to miss work due to a child's school closure. He reported that Branch County Covid-19 case numbers are on the rise again. Masking will continue at all BDL locations. The law which allows public bodies to meet virtually is set to expire at the end of December. If no action is taken to extend the language, BDL Trustees will no longer be able to hold virtual or hybrid meetings.

12. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, December 20, 2021, at 5:30 pm at the Coldwater Branch 3rd Floor Meeting Room, 10 E Chicago Street, Coldwater, MI 49036.

13. Additional Public Comments

President Ben Jewell commented that we need to find a new trustee to represent the Union Township Branch. Director Rucker is aware of a potential candidate, but has not yet heard if the person has applied. The terms of Karen Smith and Sue Smith expire at the end of December this year. Both have submitted applications for reappointment.

14. Adjournment

Motion by Karen Smith, supported by Kim Langworthy, to adjourn the meeting. Motion carried by unanimous roll call vote. The meeting was adjourned at 6:05 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 BDL Administrative Offices.