

**Board of Trustees Regular Meeting
10 E. Chicago St., Coldwater MI 49036
Monday, February 20, 2012
6:00 PM**

MINUTES

CALL TO ORDER

BDL Board President, Dorothy Cherry, calls the meeting to order at 6:09 p.m.

ROLL CALL / ATTENDANCE

Dorothy Cherry, Georgann Reppert, Pat Kne, Bonnie Frick Lynda Chan

ABSENT

Gayle Clover (excused); Phil Anderson (excused)

APPROVAL OF THE AGENDA

**Motion made by Frick, supported by Reppert, to approve the agenda for February 20, 2012.
Motion carried.**

PUBLIC COMMENTS

None

CONSENT AGENDA

**Motion made by Frick, supported by Kne, to approve the consent agenda and all items contained
therefore in. Motion carried.**

1. Meeting Minutes
 1. BDL Regular Board Meeting of January 9, 2012 (Placed on file.)
 2. BDL Special Board Meeting of January 16, 2012 (Placed on file.)
 3. CPL Regular Board Meeting of January 9, 2012 (Placed on file.)
2. Reports from Branches & Departments
 1. Alganssee: February 20, 2012 (Placed on file.)
 2. Bronson: February 20, 2012 (Placed on file.)
 3. Coldwater: February 14, 2012 (Placed on file.)
 4. Coldwater Kids Place: February 2012 (Placed on file.)
 5. Quincy: February 20, 2012 (Placed on file.)
 6. Sherwood: February 20, 2012 (Placed on file.)
 7. Union Township: February 20, 2012 (Placed on file.)

8. Automation Report*: February 15, 2012 (Placed on file.)
 - * The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.
9. Interim Director's Report: February 15, 2012 (Placed on file.)
3. Finances
 1. Bills: January 13, 2012 and February 10, 2012 (Placed on file.)
 2. Branch County Penal Fine Report: December 2011 & January 2012 (Placed on file.)
 3. Bronson Fiduciary Reserved Fund: December 2011 & January 2012 (Placed on file.)
 4. Barnett Fiduciary Reserved Fund: December 2011 & January 2012 (Placed on file.)
 5. Quarterly Branch Report: December 2011 (Placed on file.)
4. Statistical Reports & Informational Items:
 1. 2012 Final BDL Committee Assignments (Placed on file.)
 2. Monthly statistical report: December 2011 & January 2012 (Placed on file.)
 3. Book budget: January, 2012 (Placed on file.)
 4. Capital projects: December 2011 & January 2012 (Placed on file.)
 5. Final job posting and description for the position of Library Director, January 16, 2012 (Placed on file.)
 6. Letter from Dorothy Cherry to Senator Caswell and Representative Kurtz, January 18, 2012 (Placed on file.)
 7. Caswell's response to Cherry's Letter, January 24, 2012 (Placed on file.)
 8. Notes from Meeting between Woodlands and Senator Nofs, January 13, 2012 (Placed on file.)
 9. Report from Dorothy Cherry on meeting with Jeff Budd, February 20, 2012 (Placed on file.)
 10. Personnel Committee Report, February 20, 2012 (Placed on file.)
 11. 2011 Audit Report * Audio report from Tim Taylor, February 20, 2012 (Placed on file.)
 12. Veribanc Report on Michigan Credit Unions (ratings through 1/31/2012) (Placed on file.)
5. Correspondence & Patron Comments
 1. Comment Card, January 24, 2012 (Coldwater) (Placed on file.)

DISCUSSION & ACTION ITEMS

1. 2012 Budget Correction: **Motion by Reppert, supported by Kne, to approve the correction of the 2012 Budget, on the advice of our accountant. Motion carried.**
2. Financial Statements: January 2012 & 2011: (Placed on file.)
3. Capital Improvement Request:
 1. Bronson - **Motion made by Frick, supported by Kne, to approve the Capital request of 1 extra large desk chair for \$180.98 from Brylane and 8 all weather floor mats for \$929.89 from Gaylord for the Bronson branch. Motion carried.**
 2. Quincy - **Motion by Kne, supported by Reppert, to approve the Capital request for window shades from JCPenney for \$290 as requested by Quincy. Motion carried.**
4. Amendment to Plan of Service for Algansee Branch for 2011-2012: *Correction - section 3 Compensation and Expenses - The May payment should be \$310.73 instead of \$342.44. **Motion made by Chan, supported by Reppert, to approve the Amendment to the Plan of Service for the Algansee branch with the correction as noted. Motion carried.**

5. Children's Services Committee Report: (library staff shall monitor) Needs some sort of practical procedure and application for damage or cleaning cost. **Motion by Frick, supported by Chan, to approve the changes to the Public Meeting Space policy (with the wording change from "will assist" to "shall monitor") and to adopt the Public Use of Library Movie License policy. Motion carried.**
6. Building Committee Report:
 - Aker, Inc. Proposal (discussed)
 - ATI Group Proposal (discussed)
 - The board has asked if Aker would extend their warranties on parts. **Motion made by Frick, supported by Reppert, to table this until the March meeting, so that we may look into grants and find out about additional warranties on parts and labor. Motion carried.**
7. Personal Property Tax Talking Points: Discussed
8. Demonstration of Board web portal: Discussed

ANNOUNCEMENTS & COMMENTS

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 19, 2012 at 6:00 pm in the meeting room of the Coldwater Branch Library.

ADJOURNMENT

Motion made by Reppert, supported by Frick, to adjourn the meeting of the Branch District Library board. Meeting adjourned at 7:26 p.m.

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