



DOROTHY CHERRY, President, County-at-Large  
GEORGANN REPERT, Vice President, City of Coldwater  
BONNIE FRICK, Secretary, Quincy  
LYNDA CHAN, Trustee, City of Coldwater  
GAYLE CLOVER, Trustee, Bronson  
MARILYN JOHNSON, Trustee, Union Twp.  
MARTHA WATSON, Trustee, County-at-Large

Approved  
February 18, 2013

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, January 14, 2013  
6:00 pm

## MINUTES

### CALL TO ORDER

BDL Director, Evette Atkin called the meeting to order at 6:00 pm.

### ATTENDANCE

Dorothy Cherry; Georgann Reppert; Bonnie Frick; Lynda Chan; Marilyn Johnson, Martha Watson.

### ABSENT

Gayle Clover (excused)

### ELECTION OF OFFICERS & COMMITTEE ASSIGNMENTS

Atkin opens nominations for BDL Board President. **Motion made by Chan, supported by Frick, to nominate Dorothy Cherry BDL Board President. Motion carried.**

Atkin turns the meeting over to BDL Board President Cherry. Cherry calls for nomination for Vice President of the board. **Motion made by Chan, supported by Johnson, to nominate Georgann Reppert Vice President. Motion carried.**

Cherry calls for nomination for Secretary of the board. **Motion by Chan, supported by Johnson, to nominate Bonnie Frick Secretary. Motion carried.**

### Committee Assignments:

**Motion made by Reppert, supported by Chan, to approve the 2013 Committee Assignments as specified below. Motion carried.**

- **Ad-Hoc Millage Committee:** Marilyn Johnson, Dorothy Cherry, Lynda Chan.
- **Building Committee:** Lynda Chan, Georgann Reppert, Gayle Clover, Carole Bolton.
- **Technology Committee:** Bonnie Frick, Martha Watson, Georgann Reppert.
- **Personnel Committee:** Lynda Chan; Martha Watson; Dorothy Cherry.
- **Finance Committee:** Gayle Clover, Bonnie Frick, Dorothy Cherry.
- **Children's Services Committee:** Gayle Clover, Marilyn Johnson, Bonnie Frick.

### APPROVAL OF THE AGENDA

**Motion made by Chan, supported by Frick, to approve the Agenda as written. Motion carried.**

### TIME FOR PUBLIC COMMENTS

Chan – Noticed that board meetings are going a little long, and would like the board to make an effort to try to keep the meetings to 1 hour. No other comments from the public or members.

**CONSENT AGENDA (ITEMS 1-15)**Meeting Minutes

1. BDL Regular Board Meeting: December 17, 2012
2. CPL Regular Board Meeting: December 10, 2012

Finances

3. Financial Statements: Not available
4. Branch County Penal Fine Report: Not available

Reports from Branches & Departments

5. Branches: January 2013
6. Coldwater Kids' Place: January 2013
7. Automation\*: January 8, 2013

\* The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

Statistical Reports & Informational Items

8. Monthly Statistical Report: December 2012
9. Book Budget: December 2012
10. Capital Projects: Not available
11. Closing Dates for 2013
12. The State of the Library in 2013
13. Article from the Coldwater Daily Reporter: December 31, 2012
14. 2012 Donation Letter

Correspondence & Patron Comments

15. Patron comments: January 2013

**Motion made by Reppert, supported by Chan, to approve the Consent Agenda as written and place the items within on file. Motion carried.**

**END OF CONSENT AGENDADISCUSSION & ACTION ITEMS****DISCUSSION & ACTION ITEMS****(ITEMS 16-20)**

16. Bills: December 14, 2012; December 28, 2012 and January 1, 2013

**Motion made by Frick, supported by Reppert, to approve the bills of December 14, 2012; December 28, 2012 and January 1, 2013. Motion carried.**

17. Capital Fund breakdown: The 2013 budget has no funds to be reserved for Future Automation. Rucker outlined at the time we adopted the 2013 budget, how Future Automation had been handled in the past. In 2011 we amended the provision in the Plan of Service that provided, beginning in fiscal year 2011 through 2012, 50% of the Capital funds shall be reserved for future needs within the district. The remaining 50% of the Capital Improvement Fund shall be spent as the branches propose for local needs, as specified in section 4 of the Plan of Service, as approved by the BDLS board. This breakdown of funds shall be reviewed after two years for the year commencing January 1, 2013. At this time we have no money set-aside for Future Automation needs. Since the line item for Future Automation is an inter-

nal transfer, there is no need to have it as a separate line item in the budget. **Motion by Frick, supported by Johnson, to eliminate line item Future Automation from the 2013 budget. Motion carried.**

**Motion made by Reppert, supported by Watson, the Plan of Service on page 7, Capital Fund breakdown will be amended to continue a 50/50 split for 2013, and revert to a 60/40 split commencing January 1, 2014 due to budget constraints and provided we schedule a Public Hearing and notify all the municipalities to attend and speak on the subject. Motion carried**

18. Director's Report: January 9, 2013
19. Amendment to Plan of Service Agreement for Algansee: The only change to the Plan of Service Agreement is that the library has offered to bill Algansee Twp quarterly, instead of monthly. This will save on paperwork and due to the change with Holiday pay and anticipating step increases, this should be easier on Algansee's Treasurer as well as our own book-keeper. The Algansee Township board has not had time to look over the agreement and sign it, so this will be tabled until the February 2013 meeting of the Branch District Library Board.
20. Per Diem Waiver for 2013: All board members are entitled to \$25 per board meetings and Committee meetings. Signing the waiver is strictly voluntary.  
Placed on File.

#### **ADDITIONAL COMMENTS & ANNOUNCEMENTS**

Phil Anderson – Mentioned that our janitorial service came in over the weekend and cleaned the carpets on the first and second floors, all free of charge.

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 18, 2013 at 6:00 pm in the meeting room of the Coldwater Branch Library.

#### **ADJOURNMENT**

**Motion made by Reppert, supported by Chan, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:15 pm.**

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](mailto:secretary@BranchDistrictLibrary.org)