



DOROTHY CHERRY, President, County-at-Large  
GEORGANN REPPERT, 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  
October 21, 2013

Board of Trustees Regular Meeting  
Lucile E. Dearth Union Twp. Branch Library  
195 N. Broadway St.  
Union City MI 49094  
Monday, September 16, 2013  
5:30 PM

## MINUTES

### CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 5:30 pm.

### ATTENDANCE

Dorothy Cherry, BDL Board President; Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; Gayle Clover; Marilyn Johnson, Martha Watson.

### ABSENT

Lynda Chan (excused)

### OTHERS PRESENT

Gina Horn; Pat Kaniewski; Sandy Patterson; Lynnell Eash; Jeanne Berg; John Rucker; Jon Rick; Evette Atkin.

### APPROVAL OF THE AGENDA

**Motion made by Watson, supported by Frick, to approve the Agenda as corrected (addition to agenda #35 Compensation for Managers Attending BDL Meetings at Branches). Motion carried.**

### TIME FOR PUBLIC COMMENTS

None.

### CONSENT AGENDA (ITEMS 1-28)

#### Meeting Minutes

1. BDL Regular Board Meeting: July 15, 2013
2. CPL Regular Board Meeting: July 8, 2013

#### Finances

3. Financial Statements: July 2013
4. Financial Statements: August 2013
5. Branch County Penal Fine Report: June 2013
6. Branch County Penal Fine Report: July 2013
7. Branch County Penal Fine Report: August 2013
8. Allen Penal Fine Distributions: July 25, 2013

Reports from Branches & Departments

9. Director's Report: September 2013
10. Branches: August 2013
11. Branches: September 2013
12. Coldwater Kids' Place: August 13
13. Coldwater Kids' Place: September 2013
14. Coldwater Adult Programs: August 2013
15. Automation\*: August 12, 2013
16. Automation\*: September 2013

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

Statistical Reports & Informational Items

17. Monthly Statistical Report: July 2013
18. Monthly Statistical Report: August 2013
19. Book Budget: July 2013
20. Book Budget: August 2013
21. Capital Projects: July 2013
22. Capital Projects: August 2013
23. Letter to Chenoweth Roofing: August 9, 2013
24. Letter to Chenoweth Roofing: August 26, 2013
25. Newspaper Articles: August 14, 2013
26. Newspaper Articles: September 13, 2013
27. Petition for Temporary Restraining Order & Injunction

Correspondence & Patron Comments

28. Patron comments: August 2013

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

**END OF CONSENT AGENDA****DISCUSSION & ACTION ITEMS (ITEMS 29-37)**

29. Bills: July 26, August 1 and August 9, 2013 **Motion made by Frick, supported by Clover, to approve the bills of July 26, August 1 and August 9, 2013. Motion carried.**
30. Bills: August 23, September 1, and September 6, 2013  
**Motion made by Watson, supported by Reppert, to approve the bills of August 23, September 1, and September 6, 2013. Motion carried.**
31. Branch Capital Request: Union Branch requests \$425 for carpet cleaning. **Motion by Watson, supported by Johnson to approve the Dearth Union Twp. Branch, request for Capital Funds for carpet cleaning, in the amount of \$425. Motion carried.**
32. Capital Fund Breakdown: **Motion made by Cherry, for a 50/50 split of District Capital Funds for 2014. No support. Motion failed. Motion made by Reppert, supported by Clover, to approve the 50/50 split, and that the 50% of capital reserved for District-wide use is further divided 3 ways: 1) 45% for major projects that are not typically IT-related; 2) 35% for our IT needs; and 3) 20% for a future automation fund that is not to be touched except as the Board approves for major library system software upgrades. Motion carried.**

33. Bids for Accounting Services: **Motion by Watson, supported by Reppert, to award the contract to Taylor, Plant & Watkins for both annual services and annual audit for 2014. Motion carried.**
34. 2014 BDL Meeting Dates: **Motion made by Watson, supported by Frick to hold the January BDL Board meeting on January 13, 2014. Motion carried.** Frick would like to move the branch visits from May to June so that the Director's evaluation can be done at the Coldwater branch. **Motion by Frick, supported by Watson, to travel to the BDL Branches for monthly meetings from June – October. Motion carried. Motion by Reppert, supported by Watson, to approve the 2014 BDL Board Meeting Schedule as amended. Roll Call votes: 6 ayes; 0 nays; 1 absent.**
35. Compensation for Branch Managers: Frick - I have found out that we have not been paying our Branch Managers for attending the meetings we have at their branches, which we require them to attend. Atkin: If we require hourly employees to attend meetings, we must pay them for their time. Cherry: We need to know what the total is, because this is not something we budgeted for. **Motion by Watson, supported by Frick, to ask the director to conduct an investigation of when all branch managers have hosted a BDL Board meeting without hourly compensation, and to be compensated at the correct rate. From this day forward, the Branch Managers shall submit their total hours for hosting BDL Board Meetings on their time sheet for compensation. Motion carried.**
36. Policy Review: Personnel Policy, Section 2, I. Telephone calls. **Motion made by Watson, supported by Frick, to approve the recommendation made by the Director and to change the title to read: Section 2.I. Telephone Calls & Other Electronic Communications. The last paragraph of the policy should read: “However, frequent email, instant messaging, or social networking, unrelated to an employee's duties are not permitted during work time, whether on library-owned computers or an employee's own device. Employees shall keep all personal devices in silent or vibrate mode while at work, and the devices shall not be visible to the public at the service desks.” Motion approved.**  
**Approved changes**

#### Section 2, I. TELEPHONE CALLS & OTHER ELECTRONIC COMMUNICATIONS

Personal telephone calls are discouraged except in emergencies. All personal telephone calls whether on an employee's own telephone or the library's, should be kept to a minimum and as brief as possible and should be made in nonpublic areas during the employee's break. Any personal long-distance calls made on library telephones should be reported to the bookkeeper and the employee will reimburse the library for them. Briefly checking personal email or other electronic communications periodically while on duty is permitted, provided it does not interfere with duties. However, frequent email, instant messaging, or social networking, unrelated to an employee's duties are not permitted during work time, whether on library-owned computers or an employee's own device. **Employees shall keep all personal devices in silent or vibrate mode while at work and the devices shall not be visible to the public at the service desks.** ~~messaging, or social networking, unrelated to an employee's duties are not permitted during work time, whether on library-owned computers or an employee's own device.~~

(revised: 9/2013)

37. First Draft of Millage Resolution and Ballot Questions: After much discussion, the board asked the director to check with the library's lawyer to see if the language of the millage can be changed to reflect the wishes of the BDL board (the money from the millage would go for operating for all 6 branches of the Branch District Library), and report the results at the next

board meeting. **Motion by Frick, supported by Johnson, to table this until the next meeting. Motion carried.**

Placed on File.

**ADDITIONAL COMMENTS & ANNOUNCEMENTS**

1. John Rick? E-reader programs – other libraries are currently doing this.
2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, **October 21, 2013** at 5:30 pm **in the meeting room of the Coldwater Branch Library.**

**ADJOURNMENT**

**Motion made b**

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)