

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, February 20, 2017
5:30 pm

MINUTES

1. Call to Order

BDL President Erica Ewers called the meeting to order at 5:31 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Erica Ewers, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Susan Smith.

Board Members Absent: Martha Watson (excused).

Others Present: Darlene Curtis, Lynnell Eash, Kimberly Feltner, John Rucker, Tim Taylor, and Jessica Tefft.

4. Time for Public Comments

- A) Johnson: received complaints from patrons of people smoking near the entrance to the Coldwater Branch. Rucker and Feltner responded that designated smoking area is away from the entrance, but will add signage and be more vigilant about moving smokers away.
- B) Rucker: introduction of Jessica Tefft, our new Teen Services Librarian.
- C) Johnson: what is status of Bronson representative search for BDL Board? Ewers replied there is a lead, but nothing definite yet.
- D) Jewell: Local Boy Scouts of America troop offered to place a flag retirement box in the Coldwater Branch. Feltner responded that she has had contact with them and is working out a location.

5. Consent Agenda (Items A-K)

Motion made by Jewell, supported by Gordon, to move original consent agenda item "05.A - BDL Regular Board Meeting Minutes: January 16, 2017" to the Discussion Agenda, and approve the Consent Agenda and place the items within on file. Motion carried.

- A) Quarterly Financial Statements: Quarter Ending December 31, 2016
- B) Financial Statements: January 2017
- C) Financial Reports: December 2016
- D) Financial Reports: January 2017
- E) Branch County Penal Fine Report: December 2016
- F) Branch County Penal Fine Report: January 2017
- G) Director's Report: February 20, 2017
- H) Assistant Director's Report: February 16, 2017
- I) Branch Reports: January 2017

- J) Monthly Statistical Report: January 2017
- K) Publicity and Comments: February 2017

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion made by Jewell, supported by Smith, to approve the Agenda as amended after moving "05.A - BDL Regular Board Meeting Minutes: January 16, 2017" from the Consent Agenda to number 8 on the Discussion Agenda. Motion carried.

7. 2016 Audit

Discussion of audit report with Tim Taylor of Taylor, Plant, and Watkins. **Motion by Gordon, supported by Jewell, to approve the 2016 Audit Report. Motion Carried.**

8. BDL Regular Board Meeting Minutes: January 16, 2017

Corrected wording of item 5 to clearly show dates, banks, and officers involved. **Motion by Ewers, supported by Smith, to approve the January 16, 2017 minutes as corrected. Motion carried.**

9. Bills: January 01, 06, and 20, 2017

More than the usual discussion of the bills due to new report formatting from Taylor, Plant, and Watkins. Board instructed Curtis to request a report from the accountants that better fit our needs. **Motion made by Jewell, supported by Johnson, to approve the bills of January 01, 06, and 20, 2017. Motion carried.**

10. Public Services Committee: Met February 7, 2017

Committee recommends moving forward with RFP. **Motion made by Jewell, supported by Gordon, to authorize Library Director to proceed with releasing Strategic Plan RFP to vendors, after any possible necessary corrections to numbers in the Background Section of RPF. Motion carried.**

11. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 20, 2017, at 5:30 pm in the meeting room of the Coldwater Branch Library.

12. Additional Public Comments

None.

13. Adjournment

Motion by Smith, supported by Gordon, to adjourn. Motion carried. Meeting adjourned at 6:22pm.

Respectfully Submitted,

Marilyn Johnson
BDL Board Secretary

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Branch District Library, 10 E. Chicago St., Coldwater, MI 49036
(517) 278-2341
secretary@BranchDistrictLibrary.org