



Board of Trustees Regular Meeting
Sherwood Branch Library
118 Sherman St., Sherwood, MI 49089
5:30 pm

Approved July
17, 2017

MINUTES

1. Call to Order

BDL Vice President, Susan Smith called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Susan Smith, Martha Watson, Margaret Clemens, Dolores Huffman, Marilyn Johnson.

Board Members Absent: Benjamin Jewell (excused)

Others Present: Linda Lyshol, John Rucker, Kimberly Feltner, Jessica Tefft, Traci Counterman, Lisa Wood, Gina Horn and other members of the public.

4. Introduction and Welcome to New Board Member

5. Committee Assignments

- **Current Committee Assignments**

6. Time for Public Comments

None.

7. Consent Agenda (Items A-H)

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

- A. BDL Regular Board Meeting Minutes: May 15, 2017
- B. Bills: May 12 & 26, 2017 ***Moved to Discussion & Action, #9
- C. Financial Statements: May 2017 ***Moved to Discussion & Action, #9.A
- D. Branch County Penal Fine Report: April 2017
- E. Administrative Reports: June 2017
- F. Branch Reports: June 2017
- G. Monthly Statistical Report: May 2017
- H. Publicity and Comments: June 16, 2017

END OF CONSENT AGENDA

8. Approval of the Agenda

Motion made by Watson supported by Johnson, to approve the Agenda, moving 7.B (Bills) and 7.C (Financial Statement) to Consent Agenda # 9 & #9.A. Motion carried.

9. Bills: May 12 & 26, 2017 ***Moved from Consent Agenda 7.B to Discussion & Action

- **Financial Statements: May 2017** ***Moved from Consent Agenda, #7.B to Discussion & Action
Motion made by Watson, supported by Gordon, to approve the bills from May 12 & 26 and Financial Statements. Motion carried.

10. Capital Requests: Rucker presents request for document scanners for the amount of \$6,019.13.

Motion made by Watson, supported by Johnson, to approve the purchase of 14 document scanners in the amount of \$6,019.13 to be paid from Major District Project Fund. Motion carried.

11. Notary Services & Change to Fines & Fees Policy

Motion by Watson, supported by Gordon, not to charge for Notary Service, and to approve the update to the Faxes and Fees Policy.

12. Strategic Planning Consultant

Motion by Watson, supported by Clemens, to approve the bid from MCLS MidWest Collaborative Library Services. Motion carried.

13. Staff Training: October 9 & 10, 2017

Motion by Watson, supported by Gordon, to approve the closing dates for staff training. Motion carried.

14. Report from this month's host branch: Counterman

- Summer reading sign up started last Tuesday, with 25 kids signed up so far. The SRC Prizes are on the way, this year we are doubling the prizes.
- The zoo mobile was here last Tuesday and we had 35 patrons.
- Shake, Rattle and Roll, is tomorrow.
- Joel Tacey will be here in July.
- We will be having our annual book sale in August.
- We have signed up a few new patrons. Our numbers are coming back up. Placed on file.

15. Discussion of process for Director's Annual Performance Review

Watson – passed out the review form.

Motion by Watson, supported by Gordon, to delay the directors review until the August meeting and ask the director to do a self-evaluation at the July meeting. Motion carried.

16. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 19, 2017 at 5:30 pm at the Quincy Branch Library.

17. Additional Public Comments

None.

18. Adjournment

Watson motion for adjournment, supported by Gordon. Meeting adjourned at 6:20pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Martha J. Watson', written in a cursive style.

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 following:

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