

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, August 21, 2017
5:30 pm

Approved
September 25,
2017

MINUTES

1. Call to Order

BDL President Ben Jewell called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Dolores Huffman, Marilyn Johnson, Susan Smith, Martha Watson.

Board Members Absent: Daniel Gordon (excused)

Others Present: Linda Lyshol, Kimberly Feltner, Jessica Tefft, Laura Sachjen, Gina Horn.

4. Time for Public Comments

Erica Ewers: First, if the goal is to change the Plan of Service Capital Funds to only cover capital expenses then on page 6 of 9, Item 3, Premises Maintenance & Capital Improvement, the last paragraph should be removed in its entirety as should the first 2 paragraphs of page 7. True capital expenditures will come put throughout the year and will need to be addressed by the Director and the Board at that time.

Also the 80% rule was implemented with the transfer of the capital funds to operating and had nothing to do with the original capital fund.

In the last paragraph of item 3 on page 7, "beginning in the fiscal year 2014, ~~50%~~ 30%..." If you are proposing to change this then the beginning year would not be 2014.

Second, if you are proposing to change the individual branch percentages under item 3, page 6; then I have a real concern. First the Plan of Service indicates that the 9.375%; 18.75%; and 25% numbers are 2017 percentages. These are the percentages that have been in place since the plan of service was originally written. These have nothing to do with the first and second millages. If suggesting changes to these I would like a clear understanding as to why these percentages are changing.

Further, I believe that any changes to these percentages should not be addressed until after the strategic plan has been completed. To do so before, seems like a decision has already been made on the future of the library and therefore why are we paying to have a strategic plan done in the first place.

Thirdly, if this is to reflect updates to the plan of service, then why haven't the hours the branches are open been updated to reflect the current hours of the service as well as reflecting the current staff associated with those branches. Is the new plan proposing that Alganssee and Sherwood go back to 9 hours a week?

Lastly, per attachment B, Proposed Breakdown: If proposing 20%/80% I believe a percentage amount is better than a millage amount as it makes it clearer how much is being used for each fund. I also understand using the second millage for operating budget, so long as the funds are used for all of the branches. What I don't understand and would like clarification on is why the capital fund is being changed with 50%/50% to 30%/70%? And

further I don't understand the reduced branch percentages while Coldwater's percentage increases?

This is a triple shot plus to the branches, because first you are pulling the second millage to operating, then you are pulling an additional 20% to the District use, and thirdly reducing the individual branch percentages. Again as has been the struggle for years, this redirects the emphasis to Coldwater branch; as too many times the Major District Projects fund gets spent to cover major expenses for the Coldwater branch. Again this also tends to preempt anything that the strategic plan may come up with, so why pay for that.

Minor concerns: At the beginning of the plan of service, the acronym BDL is used right from the start without first defining what it is. Second on page 2, third paragraph states that Branch Managers are employed by the Library Director. I believe that the Library Board is authorizing the wages for the Branch Managers and therefore are employees of the BDL. They report to the director.

Fines and Fees Policy: As items are checked out and not returned, what budget line item does the replacement materials come from? Example: A branch uses their book or audiovisual budget to purchase the item initially, it does not get returned and has to be replaced. Does the replacement item cost come out of that Branches line item the second time or does it come out of the BDL general budget?

5. Consent Agenda (Items A-H)

Motion made by Watson, supported by Smith, to move items 05. Financial Statements and 05. G) Public Comments to Discussion and Action and to approve the Consent Agenda, as amended and place the items within on file. Motion carried.

- A) BDL Regular Board Meeting Minutes: July 17, 2017
- B) **Financial Statements: July 01 through 31, 2017** (moved to Discussion & Action #7)
- C) Financial Reports: July 31, 2017
 - Branch County Penal Fine Report: NA
- D) Administrative Report: August 2017
- E) Branch Reports: August 2017
- F) Monthly Statistical Report: July 2017
- G) **Publicity and Comments: August 2017** (moved to Discussion & Action #8)

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion made by Watson, supported by Clemens, to add #8 Email from Daniel Gordon to approve the Agenda as written. Motion carried.

7. **Financial Statements: July 01 through 31, 2017** (moved from Consent Agenda)

Discussion. **Motion by Watson, supported by Johnson, to table until the September meeting. Motion carried**

8. **Publicity and Comments: August 2017** (moved from Consent Agenda)

BDL Board Trustee Clemens asked, why weren't the problems described by patrons in the comments addressed by the staff? I would also like to see the name of the Branch on the comment cards.

Director Lyshol responded: Our staff is trained on how to respond to difficult people and they know they are able to refer to the Patron Code of Conduct and ask patrons to leave if they are not following this Code of Conduct. They also know they can call 911 to have patrons removed that are not willing to leave on their own. All staff is required to fill out incident reports and we are constantly looking for ways to improve our strategy in dealing with patrons.

- 9. Email from Daniel Gordon:** Mr. Gordon requests a leave of absence. **Motion by Jewell, supported by Smith, to approve a 90 day leave, at the end of the 90 days, we will revisit. Motion carried.**

10. Friends of the Library, Union Branch

Marilyn Johnson: The Friends of the Union Branch are requesting funds from one of the Union trusts, to complete the brick sidewalk project. The board said that an official motion was not necessary and wished the Union Friends good luck with their project.

11. Public Services Committee: Met August 1, 2017

- A) **Plan of Service:** **Motion by Jewell, supported by Clemens, to table the plan of service document until we have a strategic plan. 1 opposed, motion passed.**
- B) **Fines & Fees:** Discussion from board members and Branch Managers. The Bronson Branch manager stated that without fines no one would return their books. Coldwater's Director of Public Services, Kimberly Feltner stated that all of the managers were informed of this months in advance, with no one stating any opposition and data shows that fines do nothing to encourage patrons to return items. They simply return them when they are finished with them. We will still charge for lost or damaged items. Fran Fetcher from the Bronson Friends asked if we could track the effect of no fines. Lyshol will be tracking this.
Motion by Watson, supported by Huffman, to approve the changes to the Fines & Fees Policy, stopping overdue fines and no charge for faxes. Motion carried.
- C) **Code of Conduct Policy:** Discussion
Motion by Watson, supported by Smith, to approve the amendment to the Code of Conduct Policy, allowing food and beverages in designated areas and for special events. Johnson opposed, motion carried.

12. Building Committee: Met August 2, 2017

The Building committee discussed the front steps that the City would like us to repair, as well as repair the pillars and foundation. Former member Gayle Clover stated that the board had paid Brand of Quincy to fix the steps twice. **Motion by Watson, supported by Smith to get a second opinion to the necessity to replacing the steps. Motion carried.**

- 13. Employee Recognition:** **Motion by Watson, supported by Clemens to amend the April minutes to show the Employee Recognition. Motion carried.**

14. Director Evaluation

Director requested a closed session. Closed session at 7:01 pm.

The BDL Board President called the meeting to order at 7:43 pm.

Motion by Watson, supported by Clemens, to approve the evaluation of the director with a written response by the director. Motion carried.

Motion by Watson, supported by Smith, to approve the updated performance expectations with a memo added. Motion carried.

Motion by Watson, supported by Jewell, to extend the director's contract for another year.

Roll call vote:

Clemens, Margaret – Yes

Gordon, Daniel – Absent

Huffman, Dolores – Yes

Jewell, Benjamin – Yes

Johnson, Marilyn – NO

Smith, Susan – Yes

Watson, Martha – Yes

5 – Ayes,

1 – Nay

0 – Absent

Motion carried.

15. Report from this month's host branch: Lynnell Eash reports

- A) Our summer programs ended last week with smaller numbers, which we attribute to week before school. Now we will take two weeks off from programming to organize for the start of our fall programs.
- B) We will once again have a toddler program, preschool program, Kidz Crew for 6-10 year olds, Tween and Teen Club, Family Movie Night, Date Night and Adult crafting. The District Teen Services will be providing six programs each month for teens 13-18.
- C) The Pixilation Workshop that was held in August was a success, everyone had a great time and it is definitely a program we would love to have again.
- D) Summer Reading finished with 218 children joining, 165 completing, 51 Adults joined, 34 completed and 58 teens joined the District Wide program. A teen from Bronson was the winner of the iTunes gift card and the young woman who won the Kindle was very happy too. There were over 5,400 books read just by children in the program this summer.
- E) This afternoon and evening all four schools in Bronson are holding their Open Houses. I took information over to St. Mary's and the Township clerk was setup at the same table so she said she would be glad to watch over our stuff and answer questions if she can. Steve is covering the other three, running from one school to the next. Very thankful Steve is working here at Bronson!
- F) I attended the Township meeting in August and gave them a report of the summer events. The Township had the outside of the library painted and as one little kid stated, "The library is getting a manicure!"
- G) My husband and I were able to fix the library toilet (nasty leak) and both drinking fountains.
- H) Reminder that the Friends will have their Fun-Raiser this Saturday out at White Star Auction 10:00-3:00. Auctions for all ages, food, crafts, touch a truck, pinewood derby races and much more. The Friends received a \$500.00 donation just today towards the Fun-Raiser. Modern Woodmen of American will match funds up to \$2,500. Hope you can attend.
Placed on file.

16. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held **Monday, September 18, 2017, at 5:30 pm at the Alganssee Branch.**

17. Additional Public Comments

Fran Fetcher – Would be interested in knowing what effect the No Fines policy has.

18. Adjournment

Motion by Smith, supported by Watson to adjourn the meeting. Meeting adjourned at 7:54 pm.

Respectfully Submitted,

Martha 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