



Board of Trustees Regular Meeting
Dearth Union Twp. Branch Library
195 N. Broadway St., Union City, MI 49094
Monday, August 20, 2018
5:30 pm

MINUTES

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Susan Smith, Martha Watson, Kimberly Langworthy, Thomas Lowande.

Board Members Absent: Margaret Clemens (excused)

Others Present: Sam Greenburg, Lynnell Eash, Laura Sachjen, Lisa Wood, Marilyn Johnson, Kimberly Feltner, John Rucker, Linda Lyshol, Antonia Dauster, Kathy Madden, Jessica Tefft, Camri Wages, Gina Horn.

4. Time for Public Comments

Jessica Tefft – This will be my last board meeting; the baby is due in 3 weeks.

Marilyn Johnson – Who is paying for the front steps in Coldwater, and how much? How much were the steps in Quincy?

Jewell answered: Partly the City of Coldwater, partly us, and partly grant money; Our share was \$12,750. The bids for the steps in Quincy started at \$28,000. Coldwater's a historical building under the regulations of the Coldwater Historical District. We are 100% on the hook for all repairs to this building. We got a notice from the City, that said, either you help us out with this, or you will be getting the bill. We would have spent quite a bit on legal fees and mediation, had we not done it, and we probably would have lost.

5. Consent Agenda (Items A-H)

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

- A. BDL Regular Board Meeting Minutes: July 2018
- B. Bills: July 2018
- C. Financial Statements: July 2018
- D. Branch County Penal Fine Report: July 2018
- E. Administrative Reports: August 2018
- F. Branch Reports: August 2018
- G. Monthly Statistical Report: July 2018
- H. Publicity and Comments: August 2018

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion by Watson, supported by Langworthy, to approve the Agenda as written. Motion carried.

7. Reassigned County at-Large: Board member Martha Watson, resigned from her position as BDL Trustee for County-at-Large. She was then appointed BDL Trustee for the City-of-Coldwater. She will finish out Dan Gordon's term, which ends December 31, 2018, and will then be a representative for the City of Coldwater. We now have an opening for a County-at-Large rep. We were getting very "Coldwater" heavy on the board. That would have made 4 of the 7 trustees from Coldwater. If anyone knows of someone that is interested in serving on the board, please let them know we have a position open. Posters are up at each branch, letting people know the position is open.

8. Sam Greenburg – Literacy: The Literacy Council will be celebrating Literacy and the Library. They would like to have a Wine and Cheese event at the library after hours. The event will take place on October 26, 2018 from 5:30 to 7:30 pm. The set-up will be done by the Friends and the Literacy Council. There will be food, music, and an informational table with information about the Friends and the Literacy Council. They would like permission to hold this event at the Coldwater Branch and we would like permission to serve wine at this event.

Motion by Watson, supported by Smith, to approve the board granting permission to hold this event at the library on October 26, 2018 from 5:30 to 7:30pm. Motion carried.

Motion by Watson, supported by Smith, to approve liquor at the event on October 26, 2018 from 5:30 to 7:30pm. Motion carried.

9. Plan of Service

The notices about the changes to the plan of service have been sent out to the municipalities. Lyshol has only talked to one Township Supervisor, and that was Russ Jennings, at the Algansee Township meeting. Jewell received a letter from a former board trustee, Erica Ewers, regarding the change in the Plan of Service, particularly Capital Funds. She says that Algansee is not in favor of the change. Lyshol says the reduction in Capital Funds allows more of the money to be used on operating costs at every branch. **Motion by Watson, supported by Lowande, to call a Special Meeting. Motion carried.**

10. Technology Committee:

The Technology Committee recommends approval of the Time Management software, for a one-time payment of \$7,053 to cover the software and maintenance.

Motion by Watson, supported by Smith, to approve the Technology Committee's recommendation to spend \$7,053 for Time Management software and maintenance. Motion carried.

11. Finance Committee Meeting: August 17, 2018

Monetary Gifts & Trust – Discussion

Motion by Jewell, supported by Watson, to table the Monetary Gifts & Trust document, until Jewell can create a comprehensive policy. Motion carried.

- A. **Sunday Hours & Holidays: Proposed closing Coldwater branch on Sundays –** Much discussion about the cost benefit of the proposal.
Motion by Smith, supported by Lowande, to close the Coldwater Branch on Sundays, starting January 1, 2019. Motion carried.
- B. **Purposed 2019 BDL Holiday Closings: Motion by Smith, supported by Lowande, to approve the regular 10 holidays, dropping Easter, and adding Good Friday. Motion carried.**

12. Director's Evaluation:

Motion by Jewell, supported by move that the Board meet in closed session under Section 15.268, section 8(a) of the Open Meetings Act, to conduct the Director's evaluation.

Roll call vote: Ayes: 5, Nays: 0, Absent: 1

Motion carried. Closed session begins at 6:42 pm.

Meeting called to order by President Jewell at 7:25pm.

- **Motion by Watson, supported by Lowande, to add Lyshol's evaluation to the composite evaluation. Motion carried.**
- **Motion by Watson, supported by Langworthy, to send Lyshol's performance expectation memo to the Personnel committee. Motion carried.**
- **Motion by Watson, supported by Smith, to extend Lyshol's contract for 1 year. Roll call vote: Ayes: 5, Nays: 0, Absent: 1. Motion carried.**
- **Motion by Lowande, supported by Langworthy, to give Lyshol a lump sum bonus of \$2,500 for this year's contract in lieu of a percentage increase. Motion carried.**

13. Report from this month's host branch: Camri Wages

This summer we have had many programs, 16 in all. Some of the best attended programs were Stevens Puppets (101 attending); Nerf Wars and the End of the Summer Party were also bringing in high numbers! We will be having the Pinewood Derby later as well as the Safari Animal program.

Placed on file.

14. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, September 17, 2018, at 5:30 pm in the Township (basement) room of the **Quincy Branch Library.**

15. Additional Public Comments

Marilyn Johnson: The public will be upset about the Coldwater branch closing on Sundays.

16. Adjournment

Motion by Watson, supported by Lowande, to adjourn the meeting of the Branch District Library Board. Motion carried, meeting adjourned at 7:33pm.

Respectfully Submitted,



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