



Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, February 18, 2019  
5:30 pm

Approved  
March 18, 2019

## MINUTES

### 1. Call to Order

BDL Vice President Lowande called the meeting to order at 5:30 pm. Lowande turned the meeting over to Jewell at 5:35 pm.

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Thomas Lowande, Cindy Bland, Susan Brooks, Margaret Clemens, Kimberly Langworthy.

Board Members Absent: Martha Watson (excused)

Others Present: Linda Lyshol, John Rucker, Kimberly Feltner, Antonia Dauster, Lynnell Eash, Lisa Wood, Jessica Tefft, Gina Horn.

### 4. Time for Public Comments

- Kimberly Feltner invited the BDL Board members to participate in the One Book, One County read for March. The book is *Radium Girls* and it is available at each of our 6 branches and on Hoopla.

- Linda Lyshol recognized Lynnell Eash for her 20 years of service.

### 5. Consent Agenda (Items A-H)

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

**A)** BDL Regular Board Meeting Minutes: January 21, 2019

**B)** Bills: January 2019

**C)** Financial Statements: January 2019  
Branch County Penal Fine Report: N/A

**D)** Administrative Reports: February 2019

**E)** Branch Reports: February 2019

**F)** Statistical Report: December 2018

**G)** Statistical Report: January 2019

**H)** Publicity and Comments: February 15, 2019

### 6. Approval of the Agenda

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

- 7. 2018 Audit: Tim Taylor from Taylor, Plant and Watkins, PC: Motion by Lowande, supported by Clemens, to approve the 2018 Audit. Motion carried.**
  
- 8. Request by Union Branch: Motion by Lowande, supported by Langworthy, to approve \$3,195.80 to purchase 84 Vox Books from the Union Township trust. Motion carried.**
  
- 9. Personnel Committee:**
  - A) Management Contracts – Feltner & Tefft: Motion by Jewell, supported by Lowande, to approve the amended contract for Kimberly Feltner as presented. Motion carried.**  
**Motion by Jewell, supported by Lowande, to approve the amended contract for Jessica Tefft as presented. Motion carried.**
  - B) Employee Performance Evaluation Policy and associated forms: Motion by Lowande, supported by Bland, to approve the policy and forms as presented.**
  
- 10. Special Meeting to Review & Discuss BDL Statistics: The special meeting will be held on Monday, March 25, 2019 at 5:30 pm in the 4<sup>th</sup> floor meeting room at the Coldwater branch.**
  
- 11. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 18, 2019 at 5:30 pm in the meeting room of the Coldwater Branch Library.
  
- 12. Additional Public Comments**

None.

**13. Adjournment**

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