

Board of Trustees Regular Meeting  
Branch District Library – ColdwaterBranch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, April 15, 2019  
5:30 pm

Approved May  
20, 2019

## 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: Ben Jewell, Tom Lowande, Martha Watson, Cindy Bland, Susan Brooks, Margaret Clemens, and Kim Langworthy.

Board Members Absent/Excused:

Others Present: John Rucker, Kimberly Feltner, Gina Horn, Lynnell Eash, Lisa Wood, Jessica Tefft, and Laura Sachjen, Don Reid.

### 4. Time for Public Comments. None.

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

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

- A) BDL Board Regular Meeting Minutes: March 18, 2019
- B) BDL Board Special Meeting Minutes: March 25, 2019
- C) Bills: March 2019
- D) Financial Statements: March 2019
- E) Branch County Penal Fine Report: March 2019
- F) Administrative Reports: April 2019
- G) Branch Reports: April 2019
- H) Monthly Statistical Report: March 2019
- I) Publicity and Comments: April 2019

### 6. Approval of the Agenda

Motion by Langworthy, supported by Brooks, to approve the Agenda. Motion carried.

## **7. Interview of John Rucker for Library Director Position**

Motion by Watson, supported by Langworthy, to approve the proposed interview and discussion process. Motion carried. Board members interviewed John Rucker and then gave Mr. Rucker the opportunity to add any additional remarks and to ask questions of the Board. (7A) Motion by Watson, supported by Lowande, to offer John Rucker the BDL Library Director position at an annual salary of \$78,000 based on his many years of BDL experience and extensive knowledge of the BDL. Motion carried. The Board then reviewed and discussed a draft contract to offer Mr. Rucker. Changes were made to the draft. (7B) Motion by Bland, supported by Lowande, to approve the proposed contract as amended and offer it to Mr. Rucker. Motion carried. That was done immediately and Mr. Rucker accepted the Library Director job at the offered salary of \$78,000 per year and with the approved contract. The contract was signed by Mr. Rucker and Board President Jewell at the conclusion of the Board meeting.

## **8. Report on Personnel Meeting of April 10, 2019.**

Director Rucker reported on items he had discussed with the Personnel Committee.

- (A) He requested an exemption from the hiring freeze to fill the interlibrary loan (ILL) clerk vacancy created by a retirement. He explained that the retiring staff member was full-time due to also being the adult programming coordinator and was being paid at a higher rate due to being grandfathered in at that rate from a previous position. He proposed moving it back to the Clerk pay scale and making it a half-time position by leaving the adult programming position unfilled, resulting in a reduction of current costs associated with the position. Martha Watson reported that the request was supported by the Personnel Committee. Motion by Clemens, supported by Brooks, to approve an exemption to the hiring freeze to allow the director to fill a vacant ILL clerk position on a half-time basis at the Clerk pay scale. Motion carried.
- (B) Director Rucker also reported on other pay scale irregularities he has uncovered and the actions he has taken to correct them. The pay scale last approved by the Board had been ignored and a new pay scale had been created without Board authorization. The pay scale has been returned to what was authorized, including the authorized cost of living adjustments. He also reported that 14 hourly employees had been, or were still, being paid incorrect rates: 9 people had been given unauthorized pay increases and were being (or had already been) returned to their correct rates of pay; 2 more people had also been given unauthorized pay increases but had since accrued enough additional hours to have legitimately earned the increases, so no further action is necessary; and 3 people had reached the hours worked threshold to move to a higher step on the pay scale, but had not been given the increases due them, so the pay of those employees has been adjusted to the correct rate and they will receive back pay (totally about \$2500) to the date they should have begun receiving the higher pay. There was discussion about recovering the funds paid without authorization to the 9 employees and it was the consensus that it would not be the right thing to do as the employees received the overpayments through no fault of their own. Director Rucker and Personnel Committee members also warned that there were other irregularities that were still in the process of being uncovered and corrected. The process is complicated by the disarray of the personnel records. This was an informational item and no action was taken.

**9. Request to Create an Ad-Hoc Committee to Review the By-Laws**

The Board's by-laws haven't been updated since 1999 and revision to reflect the Board's current needs and operations. Motion by Bland, supported by Lowande, to create an ad hoc committee to review the by-laws. Motion carried. Cindy Bland, Sue Brooks and Martha Watson volunteered to serve on the committee, with Cindy Bland acting as committee chair.

**10. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, May 20, 2019, at 5:30 pm, at the Alganssee Branch Library. Director Rucker announced that the meeting of all BDL Friends groups would be on Tuesday, April 16<sup>th</sup>, at the Union Township Branch Library.

**11. Additional Public Comments – None.**

**12. Adjournment**

Motion by Langworthy, supported by Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at approximately 7:30 pm.

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:

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(517) 278-2341  
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