



BENJAMIN JEWELL, President, City of Coldwater  
THOMAS LOWANDE, Vice President, Union Township  
MARTHA WATSON, Secretary, City of Coldwater  
SUSAN BROOKS, Trustee, County-at-Large  
KIMBERLY LANGWORTHY, Trustee, County-at-Large  
KAREN SMITH, Trustee, Bronson Township  
SUE SMITH, Trustee, Quincy Township

Board of Trustees Regular Meeting  
Branch District Library – Coldwater Branch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, November 18, 2019  
5:30 pm

Approved  
12/16/2019

## 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, Susan Brooks, Kim Langworthy, Karen Smith, and Sue Smith.  
Board Members Absent/Excused: None  
Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Lindsay Villa, Ashley McCall, Lisa Wood.
4. **Public Comments** – None.
5. **Consent Agenda (Items A-H)**  
Motion by Martha Watson, supported by Kim Langworthy, to approve the Consent Agenda. Motion carried.
  - A) BDL Regular Meeting Minutes: October 21, 2019
  - B) Bills: October 2019
  - C) Financial Statements: October 2019
  - D) Branch County Penal Fine Report: October 2019
  - E) Administrative Reports: November 2019
  - F) Branch Reports: November 2019
  - G) Monthly Statistical Report: October 2019
  - H) Publicity and Comments: November 2019
6. **Approval of the Agenda**  
Motion by Martha Watson, supported by Tom Lowande, to approve the Agenda. Motion carried.
7. **Final Reading of the 2020 Budget.**  
There was discussion of a new cost of about \$8,400 due to the addition of a new employee spouse to our health insurance coverage. The Director and Finance Committee members pointed out that we have line items in the budget for which costs will fall short of what we have budgeted and we will have enough extra funds to cover the additional cost. There was no interest in amending the budget to increase the budgeted amount for health insurance. Motion by Martha Watson, supported by Kim Langworthy, to approve the 2020 General Fund Budget and the 2020 Special Revenues Fund Budget. Motion carried.

**8. Funding Requests from Union Township Branch**

The Union Township Branch requested to use fund from the anonymous Union City Facilities Trust to replace standard toilets with power flush models at a cost of \$920, and to have the building's ducts and vents cleaned at a cost of \$2,750. Motion by Tom Lowande, supported by Susie Brooks, to approve the funding requests as specified. Motion carried.

**9. Notary Policy**

The Director requested approval of a new policy governing use of the free notary service offered by the BDL. The purpose of the policy is to answer frequently asked questions about the service and to have a clear policy that outlines for patrons the things that our staff notaries can and cannot do. The Director noted that the proposed policy had been drafted by staff and reviewed and approved with a few changes by our library attorney. Motion by Martha Watson, supported by Sue Smith, to approve the proposed policy. Motion carried.

**10. Amendment to the List of Fines & Fees Policy**

The Director outlined a problem with the BDL charging a fee for use of a credit card. We began using Square to accept and process credit card charges in 2016 and the problem with charging fees via this process recently came to our attention. The Director recommended that we simplify our credit card process and stop charging our current fee of 2.75%. Usage research shows that it would cost us around \$100 per year. Motion by Karen Smith, supported by Tom Lowande, to amend the List of Fines and Fees to eliminate the following item: "Credit card processing fee: 2.75%". Motion carried.

**11. 2020 BDL Board Meeting Dates**

The BDL Board unanimously, by roll call vote, passed a resolution to adopt the following BDL Board meeting dates and locations for 2020:

January 20, 2020	Coldwater Branch
February 17, 2020	Coldwater Branch
March 16, 2020	Coldwater Branch
April 20, 2020	Coldwater Branch
May 18, 2020	Lucille E. Dearth Union Twp. Branch
June 15, 2020	Sherwood Branch
July 20, 2020	Quincy Branch
August 17, 2020	Bronson Branch
September 21, 2020	Alganssee Branch
October 19, 2020	Coldwater Branch
November 16, 2020	Coldwater Branch
December 21, 2020	Coldwater Branch

The resolution also specifies that Regular Meetings are on the third Monday of each month at 5:30 pm, and that a Regular Meeting may be rescheduled or cancelled, or a Special Meeting scheduled, with 18 hours posted notice. Motion by Tom Lowande, supported by Sue Smith, to accept the resolution and the meeting dates.

**12. 2020 BDL Holidays & Other Closed Dates**

The BDL Board annually approves the dates in the coming year which the BDL will observe as holidays and on which all BDL branches will be closed. This year, the Board was also asked to approve closing all BDL branches for one staff training day in 2020. Motion by Martha Watson, supported by Tom Lowande, to approve the following list of holidays for 2020 and to also approve the proposed staff training day, and granting permission for all BDL branches to be closed on these dates.

Holidays:

January 1, Wednesday	New Year's Day
April 10, Friday	Good Friday
May 25, Monday	Memorial Day
July 4, Saturday	Independence Day

September 7, Monday	Labor Day
November 26, Thursday	Thanksgiving
November 27, Friday	Day After Thanksgiving
December 24, Thursday	Christmas Eve
December 25, Friday	Christmas
December 31, Thursday	New Year's Eve

Staff Training Day:

October 12, Monday

**13. Personnel Committee Report**

The Committee reported that it and the BDL management team are close to having the new Employment Handbook completed. Motion by Martha Watson, supported by Sue Smith, to approve a one-time exception to John Rucker's employment contract to allow him to carry forward 50 hours of PTO over and above the 96 hours specified in his contract. Martha Watson explained that this proposal is to recognize all that Mr. Rucker has had to deal with in the last year as the new director with a lot of problems to be cleaned up and that, as a result, he has not been able to take off much time. Despite his plans to take off a couple of weeks between now and the end of the year, he would still be losing hours. Motion carried.

**14. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, December 16, 2019, at 5:30 pm, in the Coldwater Branch meeting room.

**15. Additional Public Comments – None.**

**16. Adjournment**

Motion by Sue Smith, supported by Karen Smith, to adjourn the meeting. Motion carried. The meeting adjourned at 5:55 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:

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