

**Approved
May 17, 2021**

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Conducted In-Person and Virtually on Zoom Due to the Coronavirus
Monday, April 19, 2021 5:30 pm

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, attending in person from Coldwater, MI; Tom Lowande, attending in person from Coldwater, MI; Martha Watson, attending virtually from Coldwater, MI; Susan Brooks, attending in person from Coldwater, MI; Karen Smith, attending in person from Coldwater, MI; and Sue Smith, attending in person from Coldwater, MI.
Board Members Absent/Excused: None.
Others Present in Person or via Zoom: John Rucker, Kimberly Feltner, Jessica Tefft, Keeley Briggs, Lynell Eash, Lisa Wood, Julie Baratta, Ashley McCall, and Angie Clark.
4. **Swearing-In of Trustees.** Notary and BDL employee Angie Clark did a group swearing-in of all Trustees. In the future, trustees will be sworn in soon following their appointments.
5. **Time for Public Comments.** No public comments were made.
6. **Consent Agenda (Items A-I)**
Motion by Martha Watson, supported by Sue Smith, to approve the Consent Agenda and place the items within on file. By roll call vote, the motion carried unanimously.
 - A) BDL Regular Meeting Minutes: March 15, 2021
 - B) Bills: March 2021
 - C) Financial Statements: March 2021
 - D) Branch County Penal Fine Report: February 2021
 - E) Branch County Penal Fine Report: March 2021
 - F) Administrative Reports: April 16, 2021
 - G) Branch Reports: April 16, 2021
 - H) Monthly Statistical Report: March 2021
 - I) Publicity and Comments: April 16, 2021
7. **Approval of the Agenda**
Motion by Martha Watson, supported by Sue Smith, to approve the Agenda with the addition of item #11B, Union Township Branch's 10th Anniversary on 26 June 2021. By roll call vote, the motion carried unanimously.

8. Director's Performance Evaluation

The purpose of this agenda item is to evaluate John Rucker's performance as Library Director for the preceding 12 months and to consider whether his contract should be renewed for another year. Rucker requested that his evaluation be conducted in a closed meeting in accord with MCL 15.268(a) of the Open Meetings Act. Motion by Martha Watson, supported by Ben Jewell, for the Board meet in closed session under section 8(a) of the Open Meetings Act and in accord with a request from John Rucker, to consider the Board's evaluation of John's performance as BDL Director. By roll call vote, the motion carried unanimously.

Following the closed meeting the Board reconvened the open meeting.

Motion by Karen Smith, supported by Susie Brooks, to end the closed session and reconvene in an open meeting to make decisions about Rucker's performance and employment contract, and to complete the rest of the meeting agenda. By roll call vote, the motion carried unanimously.

Motion by Martha Watson, supported by Tom Lowande, to approve the composite evaluation of Rucker's job performance over the preceding 12 months. By roll call vote, the motion carried unanimously.

Motion by Martha Watson, supported by Karen Smith, to approve the extension of Rucker's employment contract for another year with the addition of a new paragraph F in Section 5 to recognize John's ongoing responsibility for the BDL's technology needs and resources and with the correction of some typos and references. By roll call vote, the motion carried unanimously.

Motion by Karen Smith, supported by Sue Smith, to approve the composite evaluation of Rucker's job performance over the preceding 12 months. By roll call vote, the motion carried unanimously.

9. Personnel Committee Report

The Personnel Committee met with the BDL Management Team on April 12th. Board President Jewell was unable to attend, but provided thoughts via email. The Committee discussed recent retirements from the BDL and how to proceed with position announcements. The BDL Management Team proposed that the position of Children's Services Coordinator be increased to full-time with benefits from its current 35 hours/week, and be made into a district-wide support position, similar to our Teen Services position. Director Rucker showed how the net effect on the budget would be an increase in personnel costs this year of between \$7,000 and \$18,000, depending on the candidate selected. The request was also made to add 4 additional hours per week to Coldwater Kids' Place staffing since moving the Children's Services Coordinator to district-wide would result in somewhat fewer hours providing desk services at the Coldwater Branch. This would require approximately an additional \$2,000 for the remainder of the year. Both requests can be funded this year from our unassigned fund balance, and will be sustainable in future budgets. The Personnel Committee discussed and then recommended approving these two changes, provided the Finance Committee had no objections.

Following this meeting, Director Rucker explained the proposal to the BDL Finance Committee via email. The Finance Committee was unanimous in its support of both requests.

Motion by Karen Smith, supported by Sue Smith, to approve the Personnel Committee's recommendation to make the Children's Services Coordinator position full-time with benefits on the current paraprofessional pay scale, and to add 4 hours per week to the staffing for Coldwater Kids' Place. By roll call vote, the motion carried unanimously.

10. Public Services Committee Report

The Public Services Committee (Brooks, Lowande & S. Smith) met with the Management Team (Rucker, Feltner & Tefft) on March 17th to discuss fees for non-resident library cards, 2021 computer purchasing, the library card policy, and the fee forgiveness proposal.

Current non-resident card rates are \$40 for a full-year card and \$10 for a 3-month card. We have had 108 nonresident cards since 2008, and 43 in the past 5 years. Motion by Martha Watson, supported by Kim Langworthy, to approve the Public Services Committee's recommendation to amend the *List of Fines and Fees Policy* to increase the non-resident annual card fee to \$50, and the 3-month non-resident card fee to \$12.50. By roll call vote, the motion carried unanimously.

The *Library Card Policy* did not contain information about the duration or expiration dates of library cards. The unwritten policy has been that resident cards and non-resident cards expire after 1 year, and non-resident temporary cards expire after 3 months. Motion by Martha Watson, supported by Susie Brooks, to approve the Public Services Committee's recommendation to add the expiration dates of library cards to the 3rd section of the *Library Card Policy*. By roll call vote, the motion carried unanimously.

At the February Board meeting, Director Rucker had presented a proposal to wipe the slate clean of all fees owed to the Library for lost and damaged items. This was proposed to be a one-time deal. The Board asked for more information and tabled the proposal. The additional information was presented to and discussed with the Public Services Committee. See the Agenda for today's Board meeting for details but, overall, the total amount to be forgiven would be about \$43,200 owed by 765 adults and 173 young people under age 18.

Motion by Martha Watson, supported by Tom Lowande, to approve the Public Services Committee's recommendation to forgive all fees assessed through March 31, 2021 for lost and damaged books. By roll call vote, the motion carried unanimously.

11. **2021 Meeting Dates**

Motion by Karen Smith, supported by Tom Lowande, to approve a resolution setting the BDL Board's meeting dates and location for 2021. By roll call vote, the motion carried unanimously. Due to the ongoing pandemic and restrictions on building occupancies, the BDL Board will meet at 5:30 pm at the Coldwater Branch and/or Virtually on the 3rd Monday of each month. The exact location and participation opportunities will be announced prior to each meeting.

11A. **Union Township Branch 10th Anniversary**

This was an informational item and no action was taken. Tom Lowande reminded the Board that June 26th will be the 10th anniversary of Lucille E. Dearth Union Township Branch building. The Friends group has several things under consideration to celebrate the occasion. More information will be forthcoming.

12. **Branch Manager Update: Keeley Briggs, Coldwater Branch Manager**

This was an informational item and no action was taken.

13. **RFID Update: Kimberly Feltner, Assistant Director**

This was an informational item and no action was taken. Kimberly Feltner gave a report on the status of the RFID project. It is looking like it will be completed ahead of schedule.

14. **COVID-19 Update** This was an informational item and no action was taken.

15. **Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held in person on Monday, May 17, 2021, at 5:30 pm on the 2nd Floor of the Coldwater Branch. Connection details will be posted on the library if the meeting is conducted virtually or as a hybrid.

16. **Additional Public Comments** – Julie Baratta, Union Township Branch Manager, added her comments to those of Tom Lowande made under item # 11A.

17. **Adjournment**

Motion by Karen Smith, supported by Sue Smith, to adjourn the meeting. By roll call vote, the motion carried

unanimously. The meeting was adjourned at 6:33 pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Martha J. Watson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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