



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

**Board of Trustees Regular Meeting
Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036
Conducted as a Hybrid Meeting In-Person & via Zoom/YouTube due to the Coronavirus
Monday, August 16, 2021, 5:30pm**

MINUTES

Approved
September 20, 2021

1. Call to Order

BDL President Ben Jewell called the meeting to order at 5:33 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Ben Jewell, attending in person from Coldwater, MI; Tom Lowande, attending in person from Coldwater, MI; Martha Watson, attending virtually from Coldwater, MI; and Sue Smith, attending in person from Coldwater, MI.

Trustees Absent: Karen Smith (excused) and Susie Brooks.

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Ashley McCall, and Lisa Wood. One person was watching anonymously via YouTube.

4. Time for Public Comments - None.

5. Consent Agenda (Items A-H)

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

- A. BDL Regular Board Meeting Minutes: July 19, 2021
- B. Bills: July 2021
- C. Financial Statements: July 2021
- D. Branch County Penal Fine Report: Not yet available.
- E. Management Reports: August 13, 2021
- F. Branch Reports: August 13, 2021
- G. Monthly Statistical Report: July 2021
- H. Publicity and Comments: August 13, 2021

6. Approval of the Agenda

Motion by Martha Watson, supported by Tom Lowande, to approve the Agenda as presented with the addition of a new Item 9A, Correspondence from a Trustee. Motion carried.

7. Personnel Committee Report

The Personnel Committee met immediately before the full board meeting to discuss a variety of proposed changes to the *Employment Handbook*, some of which might have budget implications. The committee approved some changes (which will be brought to the full board at the next meeting) and referred other items back to the Director for more work. This was an informational item and no action was taken.

8. Completion of Tuition Reimbursement Agreement

On June 20, 2016, the BDL Board approved Kimberly Feltner's application to take advantage of the Library's Tuition Reimbursement program as she pursued her Master's Degree in Library Science. Ms. Feltner completed her degree in 2017 and has continued to work for the BDL for 4 years which was the condition for the BDL to waive repayment of tuition fees and interest and to cancel all promissory notes signed by Ms. Feltner. Director Rucker requests that the Board officially cancel the Ms. Feltner's promissory note and consider her tuition reimbursement agreement completed. Motion by Ben Jewell, supported by Tom Lowande, to cancel the promissory note signed by Kimberly Feltner and approve the completion of her Tuition Reimbursement Agreement with the BDL, and congratulate Kimberly on her great accomplishment. By roll call vote, the motion carried unanimously.

9. RFID Project Update

Kimberly Feltner announced the successful completion of the project and gave the Board a demonstration of how it works. This was an informational item and no action was taken.

9A. Correspondence from Trustee

Director Rucker reported that he has received a letter from Trustee Tom Lowande announcing his immediate resignation from the BDL Board due to greater responsibilities in a new position he has accepted. Tom explained, and expressed appreciation for his time on the Board and the things he has learned. Trustees were not happy to lose him, but thanked him for his service and wished him well.

10. Branch Manager Update: Lynnell Eash, Bronson Branch Manager

This item was cancelled because Ms. Eash was unable to make the meeting.

11. COVID-19 Update

Director Rucker gave a brief update on the changes due to the latest Covid-19 guidance from the federal, state and county health officials. This was an informational item and no action was taken.

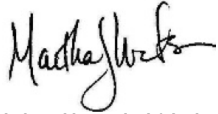
12. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, September 20, 2021, at 5:30 pm at the Coldwater Branch. If it is to be held virtually or as a hybrid due to COVID-19, additional announcements will be made prior to the meeting.

13. Additional Public Comments - None.**14. Adjournment**

Motion by Tom Lowande, supported by Martha Watson, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:59 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 at the end.

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 BDL Administrative Offices.