



BENJAMIN JEWELL, President, City of Coldwater
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.
[VACANT], Trustee, Union Twp.

Board of Trustees Regular Meeting
Coldwater Branch, 10 E Chicago Street, Coldwater, MI 49036
Conducted as a Hybrid Meeting In-Person & via Zoom/YouTube due to the Coronavirus
Monday, September 20, 2021, 5:30 pm

MINUTES

Approved
October 18, 2021

1. Call to Order

BDL President Ben Jewell called the meeting to order at 5:37 pm.

2. Pledge of Allegiance

3. Roll Call /Attendance

Trustees Present: Ben Jewell, attending in person from Coldwater, MI; Susie Brooks, attending virtually from Coldwater, MI; Kim Langworthy, attending in person from Coldwater, MI; Karen Smith, attending in person from Coldwater, MI.

Trustees Absent: Sue Smith (excused), Martha Watson (excused).

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft attended in person. Attending via Zoom were Julie Baratta, Lynnell Eash, Ashely McCall, and Lisa Wood. One person was watching anonymously via YouTube.

4. Time for Public Comments

Written comments were submitted in advance of the meeting by Erica Ewers. A printout of the comments were provided to trustees present and Director Rucker read the comments aloud. The comments were addressed by the Director and by the trustees during the agenda items to which they pertained.

5. Consent Agenda (Items A-H)

Motion by Kim Langworthy, supported by Karen Smith, to approve the Consent Agenda and place the items within on file. By a roll call vote the motion carried unanimously.

- A. BDL Regular Board Meeting Minutes: August 16, 2021
- B. Bills: August 2021
- C. Financial Statements: August 2021
- D. Branch County Penal Fine Report: July 2021
- E. Management Reports: September 17, 2021
- F. Branch Reports: September 17, 2021
- G. Monthly Statistical Report: August 2021
- H. Publicity and Comments: September 17, 2021



BDL ADMINISTRATIVE OFFICES

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6. Approval of the Agenda

Motion by Karen Smith, supported by Kim Langworthy, to approve the Agenda with the addition of item 11B, Union Twp. Branch Anniversary Update. By a roll call vote the motion carried unanimously.

7. Accepting Tom Lowande's Resignation

Tom Lowande submitted his resignation at the August meeting, however the Board in its discussion of being sad to see Tom leave actually neglected to formally accept his resignation at that time. Motion by Kim Langworthy, supported by Karen Smith, to accept Tom Lowande's resignation with regrets. By a roll call vote the motion carried unanimously.

8. Funding Request for the Algansee Branch Library

Director Rucker presented a proposal from Mulder's Moving and Storage to empty the Algansee Branch Library so that the carpeting could be replaced, transport the contents for safe storage in Kalamazoo, then return them to the library. The quote of \$8,037.50 was for a worst-case scenario involving storing the contents for a few days at their warehouse. Library staff are confident that the actual final cost would be cheaper so long as the carpet gets installed in one day. Motion by Karen Smith, supported by Kim Langworthy, to accept the quote of \$8,037.50 to be paid from the Fisher Memorial fund, a fund donated for building maintenance purposes, with any remainder to be paid from the Assigned Fund Balance for Special Projects. By a roll call vote the motion carried unanimously.

9. Personnel Committee Report

The Board discussed the recommendations presented in the Committee's report for a slate of changes to the Employment Handbook, and to authorize the Library to get a credit card issued in Jessica Tefft's name.

- a. Motion by Kim Langworthy, supported by Karen Smith, to authorize the Library to request a credit card on our account to be issued for Jessica Tefft. By a roll call vote the motion carried unanimously.
- b. Motion by Karen Smith, supported by Kim Langworthy, to insert the following sentences into Chapter 6 of the Employment Handbook: "Reimbursement requests must be turned in within 30 calendar days of purchase. Reimbursement requests for items purchased in the previous fiscal year must be turned in within the first 7 days of the new year". By a roll call vote the motion carried unanimously.
- c. Motion by Karen Smith, supported by Kim Langworthy, to insert a new section into Chapter 7 of the Employment Handbook: "Employees' Children at Work". By a roll call vote the motion carried unanimously.
- d. Motion by Kim Langworthy, supported by Karen Smith, to clarify in Chapter 5, Section 10 of the Employment Handbook, that retirement gift amounts are calculated based on an employee's cumulative years of service. By a roll call vote the motion carried unanimously.
- e. Motion by Karen Smith, supported by Kim Langworthy, to change all instances of "payroll" and "pay period" in the Employment Handbook to "payroll period". By a roll call vote the motion carried unanimously.
- f. Motion by Kim Langworthy, supported by Karen Smith, to insert a new section into Chapter 5 of the Employment Handbook: "Library Staff on Friends Groups". By a roll call vote the motion carried

unanimously.

- g. Motion by Kim Langworthy, supported by Karen Smith, to insert the following clause into the last sentence of Chapter 5, Section 1.4, of the Employment Handbook: "including the need to ensure that employees are not paid for more than their authorized maximum hours in a given week." By a roll call vote the motion carried unanimously.

10. Memo of Understanding with Friends Groups

Director Rucker presented a draft of a memo of understanding (MOU) between the Library and the Friends of the Library (FOTL) groups for consideration by the BDL Board. The MOU was based on an example from the ALA, and outlines commitments and expectations from both parties. The Board considered this a good starting point. Rucker will share this draft with the combined FOTL groups next month and ask them to take it back to their boards to see if they would recommend any changes or would be willing to adopt it. Once an agreement is made as to the exact wording of the MOU by the FOTL groups, it will be brought back to the BDL Board. Once passed, the Board President and Library Director will both sign it on behalf of the Library. This was an informational item and no action was taken.

11. Report from this month's Branch Manager: Algansee Branch Manager, Lynnell Eash

This was an informational item and no action was taken.

11A. Union Twp. Branch Anniversary Update

This was an informational item and no action was taken.

12. COVID-19 Update

Director Rucker gave a brief update on the status of the Library as it pertains to the COVID-19 pandemic. There are no new concerns or issues at this time. This was an informational item and no action was taken.

13. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 18, 2021, at 5:30 pm at the Coldwater Branch 3rd Floor Meeting Room, 10 E Chicago Street, Coldwater, MI 49036. If the meeting is to be held virtually or as a hybrid due to COVID-19, additional announcements will be made prior to the meeting.

14. Additional Public Comments

No public comments were made.

15. Adjournment

Motion by Karen Smith, supported by Kim Langworthy, to adjourn the meeting. By a roll call vote the motion carried unanimously. The meeting was adjourned at 6:29 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 BDL Administrative Offices.