

Board of Trustees Regular Meeting
Branch District Library – Bronson Branch
207 N Matteson Street, Bronson, MI 49028
Monday, June 17, 2019
5:30 pm

MINUTES

1. Call to Order

BDL Vice President Tom Lowande 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. (Note: Bronson trusteeship is vacant.)

Board Members Absent/Excused: Kim Langworthy

Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Gina Horn, Lynnell Eash, Lisa Wood, LuAnn Watson, Steve Watson, and several other members of the public.

4. Time for Public Comments. None.

5. Consent Agenda (Items A-H)

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

A) BDL Regular Meeting Minutes: May 20, 2019

B) BDL Special Meeting Minutes: May 24, 2019

C) Bills: May 2019

D) Financial Statements: May 2019

[Branch County Penal Fine Report is not available.]

E) Administrative Reports: June 2019

F) Branch Reports: June 2019

G) Monthly Statistical Report: May 2019

H) Publicity and Comments: June 2019

6. Approval of the Agenda

Motion by Bland, supported by Watson, to approve the Agenda with the addition of item #11A, Director's Performance Expectations. Motion carried.

7. Presentation by Kate Andrade, Director of Woodlands Library Cooperative – Informational Item

Kate Andrade made a presentation to the Board on the mission & role of the Cooperatives in general, and Woodlands in particular. The main focus of her remarks was on the role and authority of the Board of Trustees, the relationship between the Board/individual trustees with the Library Director and other library staff, and the laws that apply to Michigan libraries and their boards (e.g., the Open Meetings Act, etc.)

8. Finance Committee Report from its June 4, 2019 Meeting

There was discussion about the Finance Committee's proposed amendment to the 2019 budget which will still result in a deficit of about \$53,000 this year, but will position us to be back in the black in 2020. See attachment to the agenda for details. Motion by Lowande, supported by Watson, to approve the 2019 budget amendment recommended by the Finance Committee. Motion carried.

9. Bylaws Committee Report from its June 5, 2019 Meeting

Trustee Bland walked the Board through three recommendations for amendments to the bylaws. See attachment to the agenda for details.

A) Motion by Watson, supported by Bland, to amend the bylaws to include a requirement for all board members to attend a mandatory, quarterly education session to be held in the evening on the second Monday of the months of February, May, August and November. Motion carried.

B) Motion by Watson, supported by Lowande, to amend the bylaws to include the proposed procedure for recruiting and recommending candidates to Branch County and the City of Coldwater for vacancies on the Board of Trustees. Motion carried.

C) Motion by Watson, supported by Lowande, to amend the bylaws to include the proposed paragraph descriptions of the Building, Finance, Personnel and Public Services Committees. Motion carried.

10. Trustee Vacancy Update

There have been, as yet, no applications to fill the remainder of the term of the vacant trustee position. The term ends 31 Dec 2021. This position represents the Bronson Branch Library. President Jewell will inform the County Clerk that we are still in the process of recruiting candidates.

11. Policy Update: Amendment to the Plan of Service

The Director proposed an amendment to Section 7 of the Plan of Service to replace the term, "Financial Manager" with the word, "Bookkeeper" in the second sentence which currently reads "The administrative offices include the Director's office, the Assistant Director's office, the Director of Public Services office, the Financial Manager's office, the IT office, the Teen Services office, all Tech Services, and ILL services." There was discussion about whether or not the Plan of Services needs to specify what the "administrative offices" are. Motion by Watson, supported by Bland,

to eliminate the full second sentence of Section 7. Motion carried.

11A. Director's Performance Expectations – Informational Item

Trustee Watson reminded board members that they were to have submitted to her their individual recommendations for items to include in a performance expectations memo for Director Rucker. She will send them email reminders.

12. Report from the Host Branch, Bronson – Informational Item

Branch Manager Lynnell Eash reported on the recent and upcoming activities at the Bronson Branch.

13. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 15, 2019, at 5:30 pm, in the basement of the Quincy Branch Library located at 11 N. Main Street, Quincy, MI 49082.

14. Additional Public Comments – BDL employee LuAnn Watson asked for the names of the trustees on the Finance Committee who were involved in recommending the amendments to the 2019 budget. She also asked what the rationale was for choosing which employees would have their hours reduced and if there was any consideration given to reassigning employees whose hours were being reduced. President Jewell gave her the names of the Finance Committee members and explained that the only consideration by the Committee was the function of each position.

15. Adjournment

Motion by Bland, supported by Watson, to adjourn the meeting. Motion carried.
The meeting was adjourned at 7:20 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

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