

Board of Trustees Regular Meeting  
Branch District Library – Coldwater Branch  
10 E Chicago Street, Coldwater, MI 49036  
Monday, December 16, 2019  
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, Tom Lowande, Susan Brooks, Kim Langworthy, Karen Smith, Sue Smith  
Board Members Absent/Excused: Martha Watson  
Others Present: John Rucker, Kimberly Feltner, Jessica Tefft, Ashley McCall, Lindsay Villa
4. **Time for Public Comments.** None.
5. **Consent Agenda (Items A-H)**  
Motion by Tom Lowande, supported by Kim Langworthy, to approve the Consent Agenda and place the items within on file. Motion carried.
  - A) BDL Regular Meeting Minutes: November 18, 2019
  - B) Bills: November 2019
  - C) Financial Statements: November 2019
  - D) Branch County Penal Fine Report: November 2019
  - E) Administrative Reports: December 2019
  - F) Branch Reports: December 2019
  - G) Monthly Statistical Report: November 2019
  - H) Publicity and Comments: December 2019
6. **Approval of the Agenda**  
Motion by Karen Smith, supported by Susie Brooks, to approve the Agenda with the removal of item #7 "Funding Requests", due to the request information not being available at this time. Motion carried.
7. ~~**Funding Requests**~~
8. **Policy Review: Special Loan Durations**  
Director Rucker asked that the Board review and consider amending or abolishing the 1996 policy on Special Loan Durations. The current policy allows the Director or a Branch Manager to allow teachers to check out materials for up to 6 weeks in support of classroom projects. The Director recommends that the policy be either amended to extend the time to 60 days or to simply abolish the policy & leave special loans to the director's discretion. Motion by Kim Langworthy, supported by Karen Smith, to rescind the Special Loan Duration Policy. Motion carried.

**9. Personnel Committee Report of December 4<sup>th</sup> Meeting**

The Personnel Committee and staff met to again work on a new Employment Handbook. The hope is that it will be done in time for presentation at the January 2020 board meeting. It is anticipated that the Board may require at least a couple of meetings to review and discuss the new Handbook. Staff will be encouraged to bring comments about the Employment Handbook to the February BDL Board meeting. This was an informational item and no action was taken.

**10. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, January 20, 2020, at 5:30 pm, in the Coldwater Branch meeting room.

**11. Additional Public Comments – None.**

**12. Adjournment**

Motion by Karen Smith, supported by Sue Smith, to adjourn the meeting. Motion carried. Meeting adjourned at 5:41pm.

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:

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