

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, March 16, 2015  
5:30 pm

## MINUTES

### 1. Call to Order

BDL President Erica Ewers called the meeting to order at 5:30 pm.

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Erica Ewers, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Susan Smith, Lewis Uhrig.

Board Members Absent: Martha Watson (excused)

Others Present: Evette Atkin, John Rucker, Gina Horn, Jeanne Berg, Alison Walinski, Lynnell Eash.

### 4. Time for Public Comments

None.

### 5. Consent Agenda (Items A-N)

**Motion made by Uhrig, supported by Gordon, to move February 16, 2015 BDL Regular Board Meeting Minutes to action and discussion and to approve the Consent Agenda and place the items within on file. Motion carried.**

A) \*\*\*BDL Regular Board Meeting Minutes: February 16, 2015 \*\*\*Moved to Discussion and Action

B) CPL Regular Board Meeting Minutes: March 9, 2015

C) Financial Statements: February 2015

D) Branch County Penal Fine Report: December 2014

E) Branch Reports: March 2015

F) Coldwater Kids' Place Report: March 2015

G) Coldwater Adult Programming Report: March 2015

H) Systems Librarian Report\*: March 13, 2015

\* The Systems Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

I) Monthly Statistical Report: February 2015

J) Book Budget: February 2015

K) Capital Projects: February 2015

L) Newspaper Coverage: March 13, 2015

M) Patron Comments: March 13, 2015

N) Mobile Printing Flyer

END OF CONSENT AGENDA

**6. Approval of the Agenda**

**Motion made by Jewell, supported by Johnson, to approve the Agenda as written. Motion carried.**

**7. BDL Regular Board Meeting Minutes: February 16, 2015** Correction to minutes: 1. Call to Order: BDL President ~~Martha Watson~~ Erica Ewers called the meeting to order at 5:30 pm.

**Motion by Gordon, supported by Jewell, to approve the BDL Regular Board Meeting Minutes of February 16, 2015 as corrected. Motion carried.**

**8. Bills: February 20, March 1, and March 6, 2015**

**Motion made by Uhrig, supported by Gordon, to approve the bills of February 20, March 1, and March 6, 2015. Motion carried.**

**9. Century Bank CD Renewal: Motion made by Johnson, supported by Smith, to leave the CD at Century Bank and Trust for another 6 months and renegotiate with Century for the following 6 months. Motion carried.**

**10. Fund List: Discussion**

**11. Capital Requests:**

A) Alganssee Branch: **Motion made by Jewell, supported by Gordon, to approve 1 5-Piece TV Table (tray) for \$62; 1 MP3 and CD Player \$51.99, for a total of \$113.99 plus S&H. Motion carried.**

B) Coldwater Branch: **Motion made by Gordon, supported by Uhrig, to approve the expenditure of \$3,265 to have M&K Plumbing to replace and install two handicap height & three Kohler pressurized toilets at the Coldwater Branch from Fisher funds. Motion carried.**

C) IT Department: **Motion made by Gordon, supported by Jewell, to approve 2 cameras & cabling; 3 receipt printers; 8 IP cameras; 3 4-port DVR software licenses 1 DVR capture card; 1iMacs; 1 Apple TV; 15 Barcode readers; 15 hands-free stands; 3 servers; 24 desktop computers; 5 monitors; 19 network switches; 33 IP cameras 2 24-port Power-over-Ethernet switches; 1 network DVR; Wiring Rack; installation of all wiring; configuration and setup of entire system, a total of \$64,206.75 from the Coldwater Branch capital fund. Motion carried.**

**12. Liability Insurance: Motion by Jewell, supported by Gordon to send issue of liability insurance to the Finance Committee. Motion carried.**

Placed on file.

**13. Union Twp. Meeting Discussion**

**14. Personnel Committee:**

A) Proposed Director Evaluation: **Motion by Jewell, supported by Gordon, to accept the evaluation plan as recommended by the Personnel Committee. Motion carried.**

**B) Personnel Policy Manual Rewrite: Table until the April meeting.**

**15. Introduction of New Bookkeeper**

**16. Director's Report: March 13, 2015**

Placed on file.

**17. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, April 20, 2015 at 5:30 pm in the meeting room of the Coldwater Branch Library.

**18. Additional Public Comments**

None.

**19. Adjournment Motion made by Jewell, supported by Gordon, meeting adjourned at 7:16**

Respectfully Submitted,

Marilyn Johnson  
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  
secretary@BranchDistrictLibrary.org