

In reviewing the minutes for the March 2014 meeting, I discovered that the last agenda item #25 Policy Review was not included in the minutes.

Gina Horn



MARTHA WATSON, President County-at-Large  
ERICA EWERS, Vice President, County-at-Large  
BONNIE FRICK, Secretary, Quincy  
DANIEL GORDON, City of Coldwater  
BENJAMIN JEWELL, City of Coldwater  
MARILYN JOHNSON, Union Twp.  
LEWIS UHRIG, Bronson

Approved  
April 21, 2014

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, March 17, 2014  
5:30 pm

## MINUTES

### CALL TO ORDER

BDL President Martha Watson called the meeting to order at 5:30 pm.

### ATTENDANCE

Erica Ewers, Bonnie Frick, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Martha Watson.

### ABSENT

Lewis Uhrig (excused)

### OTHERS PRESENT

John Rucker, Evette Atkin, Jeanne Berg, Lynnell Eash, Gina Horn.

### APPROVAL OF THE AGENDA

**Motion made by Jewell, supported by Frick, to approve the agenda, moving items # 13 Millage Pamphlet & # 14 Emergency Manual from the Consent Agenda to the Action & Discussion. Motion carried.**

### TIME FOR PUBLIC COMMENTS

None.

### CONSENT AGENDA (ITEMS 1-15)

#### Meeting Minutes

1. BDL Regular Board Meeting: February 24, 2014
2. CPL Regular Board Meeting: February 10, 2014

#### Finances

3. Financial Statements: February 2014  
Branch County Penal Fine Report: not available

#### Reports from Branches & Departments

4. Branches: March 14, 2014
5. Coldwater Kids' Place: March 2014
6. Coldwater Adult Programming: March 2014
7. Systems Librarian\*: March 14, 2014

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

Statistical Reports & Informational Items

8. Monthly Statistical Report: February 2014
9. Book Budget: February 2014
10. Capital Projects: February 2014
11. Utility Comparison Update: March 2014
12. Newspaper Coverage: February 2014
13. \*\*\*Millage Pamphlet (Moved to Action & Discussion item # 18)
14. \*\*\*Emergency Manual (Moved to Action & Discussion item #19)

Correspondence & Patron Comments

15. Patron comments: March 2014

**END OF CONSENT AGENDA**

**(No motion to pass items in Consent Agenda. Items will be placed on the agenda for the April 21, 2014 BDL Board Meeting.)**

**DISCUSSION & ACTION ITEMS (ITEMS 16-25)**

16. BDL Regular Board Minutes: January 13, 2014  
**Motion by Ewers, supported by Gordon, to approve the minutes of the January 13, 2014 meeting as amended at the February meeting. Motion carried.**
17. Bills: February 21, March 1, and March 7, 2014  
**Motion made by Jewell, supported by Johnson, to approve the bills of February 21, March 1, and March 7, 2014. Motion carried.**
18. Signatures on Bank Accounts: We need to make sure that Frick and Watson have their signatures on the library's bank accounts. Frick is already on those accounts.
19. Pay off HVAC loan: At the February meeting, the library's accountant suggested we consider paying the loan for the HVAC off early. After much discussion, and the recommendation of the Director, the board decided not to pay the loan off early. The savings would be minimal, however it could put the library in a difficult situation if emergencies would arise before additional funds became available.
20. 20. Capital Improvement Request: Algansee Branch **Motion made by Jewell, supported by Johnson, to approve the expenditure of \$109.88 for a mailbox, step ladder and escape ladder to be taken from Algansee's Capital Fund as requested. Motion carried.**
21. Sherwood Branch Amendment to the Plan of Service: **Motion made by Ewers, supported by Gordon, to table the Sherwood Plan of Service amendment until Martha Watson, Ben Jewell and Evette Atkin can meet with the Sherwood Village Board and renegotiate. Motion carried.**
22. Millage Pamphlet: After looking over the millage pamphlet, it was discovered that we didn't list the beginning year on the millage language. **Motion by Ewers, supported by Jewell, to revise the language on the millage and to specify the years, 2014 through 2021 for tax collection. Motion carried.**
23. Personnel Committee: Discussed contracts, salaries and pay scale for Branch Managers & Reference Librarians. The Committee should also be working on revising the Personnel Manual to take to the board for approval. It was decided that for the Director's evaluation, the board would like her to do a formal oral presentation to the board. This will take place at the April meeting.
24. Director's Report: March 13, 2014  
Placed on File.

25. Policy Review: Code of Conduct. **Motion by Jewell, supported by Gordon to approve the proposed change to the Code of Conduct. Motion carried. Motion by Jewell, supported by Gordon, to approve changes to the Code of Conduct as edited by the board. Motion carried.**
- 4. Patrons may not consume food ~~of~~ **or** beverages with the exception of water in a **re-closable** container or as part of an approved special event or meeting. Smoking or use of tobacco products is prohibited.

#### **ADDITIONAL COMMENTS & ANNOUNCEMENTS**

1. Due to the Director's Evaluation, board training will be moved to May 19th. June begins our branch visits.
2. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, April 21<sup>st</sup> at 5:30 pm in the meeting room of the Coldwater Branch Library.

#### **ADJOURNMENT**

**Motion made by Ewers, supported by Jewell, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:00 pm.**

Respectfully Submitted,



Bonnie Frick  
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](mailto:secretary@BranchDistrictLibrary.org)



www.BranchDistrictLibrary.org

March 11, 2014

COLDWATER BRANCH  
(Main Library)  
10 E. Chicago St.  
Coldwater MI 49036  
(517) 278-2341  
Fax (517) 279-7134

Policy Review: Code of Conduct

4. Patrons may not consume food or beverages, except as part of approved special events or meetings; smoking or use of tobacco products is prohibited.

Proposed Change:

ALGANSEE BRANCH  
580-B S. Ray-Quincy Rd.  
Quincy MI 49082  
(517) 639-9830

4. Patrons may not consume food ~~of~~ **or** beverages with the exception of water in a ~~reclosable~~ container or as part of an approved special event or meeting. Smoking or use of tobacco products is prohibited.

BRONSON BRANCH  
207 N. Matteson St.  
Bronson MI 49028  
(517) 369-3785

QUINCY BRANCH  
11 N. Main St.  
Quincy MI 49082  
(517) 639-4001

SHERWOOD BRANCH  
118 Sherman St.  
Sherwood MI 49089  
(517) 741-7976

LUCILLE E. DEARTH  
UNION TWP. BRANCH  
195 N. Broadway St.  
Union City MI 49094  
(517) 741-5061