

Board of Trustees Regular Meeting
Quincy Branch Library
11 N. Main St., Quincy, MI 49082
Monday, October 19, 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, Martha Watson.

Board Members Absent: None

Others Present: John Rucker, Gina Horn, Lisa Wood, Darlene Curtis, Sandy Patterson, Lynnell Eash and other members of the public.

4. Time for Public Comments

None.

5. Consent Agenda (Items A-0)

Motion made by Watson, supported by Jewell, to approve the Consent Agenda, moving items 5.A) BDL Regular Board Meeting Minutes; 5.B) CPL Regular Board Minutes; 5.J) System Librarian Report to the Discussion & Action portion of the agenda and place all other items within on file. Motion carried.

A) BDL Regular Board Meeting Minutes: September 21, 2015 ***Moved to Action & Discussion item #6

B) CPL Regular Board Meeting Minutes: September 14, 2015 ***Moved to Action & Discussion item #7

C) Financial Statements: September 2015

D) 3rd Quarter Branch Financial Statements: September 2015

E) Branch County Penal Fine Report: September 2015

F) Acting Director's Report: October 14, 2015

G) Branch Reports: October 8, 2015

H) Coldwater Kids' Place Report: October 2015

I) Coldwater Adult Programming Report: October 2015

J) Systems Librarian Report*: October 14, 2015 ***Moved to Action & Discussion item #9

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

K) Monthly Statistical Report: September 2015

L) Book Budget: September 2015

- M) Capital Projects: September 2015
- N) Newspaper Coverage: October 2015
- O) Patron Comments: October 2015

END OF CONSENT AGENDA

6. **Approval of the Agenda**
Motion made by Jewell, supported by Gordon, to approve the Agenda as amended. Motion carried.
7. **BDL Regular Board Meeting Minutes: September 12, 2015**
Motion made by Gordon, supported by Smith to approve the BDL Board Meeting Minutes as amended. Motion carried. ***Moved from Consent Agenda to Action & Discussion
8. **CPL Minutes – Discussion*****Moved from Consent Agenda to Action & Discussion
9. **Systems Librarian report – Discussion about drone purchase. Motion by Watson, supported by Gordon to approve the System Librarian report.** ***Moved from Consent Agenda to Action & Discussion
10. **Bills: September 02, September 04, and September 18, 2015**
Motion made by Watson, supported by Gordon, to approve the bills of with September 02, September 04, and September 18, 2015. Motion carried.
11. **Capital Requests:**
Motion made by Uhrig, supported by Jewell, to approve the Coldwater Capital request of \$1,850.00 to purchase a Minolta Bizhub 223 copier. Motion carried.
Motion made by Jewell, supported by Watson, to approve the Union request for a bicycle rack in the amount of \$419.99 to be paid from the George Trust. Motion carried.
12. **The 2015 Special Revenues Budget**
Motion by Watson, supported by Gordon, to approve the 2015 Special Revenues Budget. Motion carried.
13. **Amending the 2015 Operating Budget**
Motion made by Watson, supported by Gordon, to amend the 2015 Operating Budget. Motion carried.

Public Hearing Opens

14. **First Reading of the 2016 Operating Budget**
Motion by Watson, supported by Jewell to close public hearing. Motion carried.
15. **The 2016 Special Revenues Budget**
Motion by Watson, supported by Gordon, to approve the 2016 Special Revenues Budget. Motion carried.
16. **Finance Committee: Met October 2, 2015 Motion my Watson, supported by Jewell, to repay the elevator loan to Southern Michigan Bank & Trust and pay for the new elevator**

with unassigned funds from the General Fund. Motion failed.

Motion by Watson, supported by Jewell, to repay the elevator loan to Southern Michigan Bank & Trust from the General Fund and to pay Otis in full from the Coldwater Capital Fund. Motion carried.

- **Union Trust:** There was question at the meeting last month about the Union Trust and how it can be used. The Trust has to be used for Capital Improvement.
- **Fines:** Currently Overdue fines are set at .25 per item per day. The Finance Committee recommends lowering fines to .10 per items. **Motion by Jewell, supported by Watson, to lower fines to .10 per item, per day, starting January 1, 2016. Motion carried.**
- **Amnesty Month December:** **Motion by Jewell, supported by Watson, to designate December as Amnesty Month, forgiving fines for long overdue items returned, also all fines will be reduced to half for any patron paying during the month of December. Motion carried.**

17. Director's Search: Watson reported - A proposal was received from one other firm out of Chicago. The Chicago proposal cost more and provided less services. **Motion by Watson, supported by Uhrig, to employ the services of a search firm and contract with Bradberry & Gossage for 20,000. Motion carried.**

18. Coldwater Lease: Discussed. **Motion by Gordon, supported by Uhrig, to approve the Coldwater Lease with the changes and forward it to the City of Coldwater for their review. Motion carried.**

19. Donation Letter: **Motion to Jewell, supported by Smith, to approve donation letter as amended. Motion carried.**

20. Report from this month's host branch: Quincy

A) Lisa reports

- The Edmund FitzGerald program was very popular and well attended.
- cleaning
- Went with Kimberly to Jennings Elementary to do a program on Super Foods. It was well received and the Super Hero/Super Foods name that Kimberly had set up for the children was very popular.
- Story Hours continue and we are working on our colors and manors.
- Teen Read Week – the teens get candy for every checkout.
- We had a popular adult program on essential oils.
- Many thanks to John at the Branch Managers meeting for clarifying many things. Placed on file.

21. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, November 16, 2015, at 5:30 pm in the meeting room of the Bronson Branch Library.

22. Friends Comment – We would like to know when we can have volunteers again.

Rucker replied: We had an audit from our Worker's Comp. company and were told we were in violation by having volunteers. We will be contacting them to find out if there is any miss-

communication.

23. Additional Public Comments

None.

24. Adjournment

Respectfully Submitted,

A handwritten signature in cursive script that reads "Marilyn R. Johnson". The signature is written in dark ink and includes a long horizontal flourish at the end.

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