

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, December 21, 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 (arrived at 5:36pm), Lewis Uhrig, Martha Watson.

Board Members Absent: None

Others Present: Lynnell Eash, John Rucker, Gina Horn, Karl Butterer

4. Time for Public Comments

None.

5. Consent Agenda (Items A-Q)

Motion made by Martha, supported by Dan, to approve the Consent Agenda as written and place the items within on file. Motion carried.

- A) BDL Regular Board Meeting Minutes: November 16, 2015*** moved to Discussion & Action item # 8
- B) BDL Special Board Meeting Minutes: November 18, 2015
- C) BDL Special Board Meeting Minutes: December 14, 2015
- D) CPL Regular Board Meeting Minutes: November 9, 2015
- E) CPL Regular Board Meeting Minutes: November 18, 2015
- F) Financial Statements: November 2015 *** moved to Discussion & Action item # 9
- G) Branch County Penal Fine Report: November 2015
- H) Director's Report: December 18, 2015
- I) Branch Reports: December 13, 2015
- J) Coldwater Kids' Place Report: December 2015
- K) Coldwater Adult Programming Report: December 2015
- L) Systems Librarian Report*: December 18, 2015
* The Systems Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.
- M) Monthly Statistical Report: November 2015
- N) Book Budget: November 2015
- O) Capital Projects: November 2015

- P) Correspondence from the City of Coldwater: November 11, 2015 *** moved to Discussion & Action item # 10
- Q) Newspaper Coverage: December 18, 2015
Patron Comments: none

END OF CONSENT AGENDA

6. Approval of the Agenda

Motion made by Uhrig, supported by Jewell, to approve the Agenda moving items A. BDL Regular Board Meeting Minutes; F. Financial Statements; P. Correspondence to Discussion and Action items # 7 BDL Regular Board Meeting Minutes; #8 Financial Statements; #9 Correspondence. Motion carried.

7. BDL Attorney, Karl Butterer of Foster, Swift, Collins & Smith

Motion made by Watson, supported by Jewell, to go into closed session in accord with MCL 15.268, Sec. 8(h) of the Open Meetings Act, for the purpose of discussing with the Board's attorney, Karl Butterer, a confidential written legal opinion that is subject to attorney-client privilege. Roll call vote: Ayes: 7 Nays: 0 Absent: 0 Motion carried. Meeting in closed session at 5:40 pm.

Motion by Watson Support by Jewell, to open the meeting. Open session began at 6:15 pm.

Motion by Watson support by Jewell accept recommendation of the attorney.

8. *BDL Regular Board Meeting Minutes: November 16, 2015: Item # 13 Policy Review. Policy Review: Pay rate during probation.**

The current Personnel Manual says in Section VI.C.2, "Probationary employees shall receive ninety percent of the scheduled wages for the classification in which they are working." The director consulted with the Personnel Committee about this provision and suggested that it be removed. Motion made by Watson, supported by Jewell, to remove the paragraph VI.C.2 from the Personnel Manual. Motion carried.

Motion by Ewers, supported by Watson, to amend the minutes of November 16, 2015 as stated above. Motion carried *Item A moved from Consent Agenda.**

9. *Financial Statement – Discussion**

Motion by Jewell, supported by Watson, to approve the Financial report. Motion carried.

***** Item F. moved from Consent Agenda.**

10. *Correspondence from the City of Coldwater – Watson would like all correspondence from the City of Coldwater referred to the Finance Committee to see if action is needed or not. *** Item P moved from Consent Agenda**

Motion by Gordon, support by Jewell, to have all correspondence from the City of Coldwater sent to the Finance Committee. Motion carried.

11. Bills: November 1, November 13 and November 27, 2015

Motion made by Jewell, supported by Gordon, to approve the bills of November 1, November 13 and November 27, 2015. Motion carried.

12. Credit Card Policy

Motion made by Gordon, supported by Jewell, to approve that the BDL will not cover

credit card fees. Motion carried.

Motion by Watson, supported by Uhrig, to have a service charge of fifty cents per transaction. Motion carried.

Motion by Gordon, supported by Smith, to approve no minimum for credit card transactions. Motion carried.

- 13. Volunteers / Workers' Compensation:** Volunteers are covered through the BDL General Liability Insurance. All outside contractors must carry their own Workers' Comp. insurance.
Motion by Gordon, supported Jewell, to offer Gail Schaffer a part-time position with wages comparable to what she is currently being paid. Motion carried.

14. Director Search:

The survey summaries prepared by Bradbury Assoc. were distributed to the board based on the info from the BDL Board and staff.

The Public Forum will be on February 29, 2016 from 5:30 pm to 7:00 pm at the Coldwater Township Hall. The Final interview will take place on March 1, 2016 from 9am to 1pm., at the Coldwater Township Hall.

15. 2016 BDL Board Meeting Dates

Motion by Smith supported by Johnson, to approve the 2016 BDL Board Meeting Dates. Motion carried. Roll call vote: Ayes: 7 Nays: 0 Absent: 0 Motion carried.

- 16. Pest Control** – The board discussed the pest control concerns and suggested that Acting Director John Rucker consult with Kate at the Cooperative and/or the attorney before the staff or board take action.

17. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, January 18, 2016, at 5:30 pm in the meeting room of the Coldwater Branch Library.

18. Additional Public Comments

None.

- 19. Adjournment Motion by Louie, support by Dan to adjourn meeting adjourned at 7:03pm**

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