

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, March 21, 2016
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: John Rucker, Lynnell Eash, Lisa Wood, Gina Horn, Darlene Curtis.

4. Time for Public Comments

None.

5. Consent Agenda (Items A-V)

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

- A) BDL Regular Board Meeting Minutes: February 15, 2016
- B) CPL Regular Board Meeting Minutes: February 8, 2016
- C) Fourth Quarter 2015 Financial Statement
- D) Financial Statements: February 2016
- E) Branch County Penal Fine Report: December 2015 (Updated)
- F) Branch County Penal Fine Report: January 2016
- G) Branch County Penal Fine Report: February 2016
- H) Acting Director Report: March 18, 2016
- I) Branch Reports: March 4, 2016
- J) Coldwater Kids' Place Report: March 2016
- K) Coldwater Adult Programming Report: March 2016
- L) Systems Librarian Report*: March 18, 2016
- M) Monthly Statistical Report: February 2016
- N) Book Budget: January 2016
- O) Book Budget: February 2016

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

- P) Community Promotion Budget: January 2016
- Q) Community Promotion Budget: February 2016
- R) Capital Projects: January 2016
- S) Capital Projects: February 2016
- T) Newspaper Coverage: March 18, 2016
Patron Comments: none
- U) Correspondence: City of Coldwater March 15, 2016
- V) Quincy Boogie Woogie Kid Event

END OF CONSENT AGENDA

6. Approval of the Agenda

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

7. Bills: February 1, February 5, and February 19, 2016

Motion made by Jewell, supported by Gordon, to approve the bills of February 1, February 5, and February 19, 2016. Motion carried.

8. Capital Requests:

A) Bronson Capital Request:

Motion by Jewell, supported by Smith to approve Bronson Capital request for \$1,499.93 for a bookcase, file cabinet and metal shelving. Motion carried.

B) Quincy Capital Request:

Motion made by Jewell, supported by Gordon, to approve the Quincy Branch Capital request of \$1,288.81 for the purchase of archival folders, archival storage carton, archival box, changeable sign frames and a utility cart. Motion carried.

C) Union Twp. Branch Capital request: _

Motion by Jewell, supported by Johnson, to approve up to \$7,900 for 4 new shelving units and 8 end panels, carpentry work to modify trim, remount trim, and mount end panels. Motion carried.

D) Branch District request: **Motion by Gordon, supported by Jewell, to approve the**

recommendation of the Finance Committee and go with *Square* for credit card and point of sale services, and to purchase of 6 touch screen registers at \$1,075 each, for a total of \$6,450 to come from the undesignated fund balance. Motion carried.

Motion by Gordon, supported by Jewell, to update the credit card policy, passing on the 2.75% transaction fee. Motion carried.

9. Bronson City DDA/TIFA Request: **Motion by Uhrig, supported by Jewell, to table the Bronson DDA until the April Board Meeting. Motion carried.**

10. Public Services Committee: Met March 6, 2016

Motion by Jewell, supported by Gordon, to approve the Code of Conduct Policy drafted on 3/7/2016. Motion carried.

Motion by Jewell, supported by Smith, to approve the Library Card Policy with changes. Motion carried.

Motion by Jewell, supported by Gordon to make the Public Services Committee a regular committee, consisting of its current members (Daniel Gordon, Sue Smith and Martha Watson). Motion carried.

11. Children's Services: Met March 7, 2016

12. Personnel Committee:

Motion by Jewell, supported by Uhrig, to approve the Personnel Committee's recommendation to increase Rucker's salary to \$62,000 retroactive from November 19, 2015 and increase it again to \$70,000 retroactive to February 16, 2016 and after Rucker returns to his regular duties his salary is to be \$65,000. Motion carried.

Motion by Gordon, supported by Jewell, to set the salary range for the position of Assistant Director to \$62,000 to \$72,000. Motion carried.

13. Search Committee:

14. Announcements

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

15. Additional Public Comments

None.

16. Adjournment

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