

Board of Trustees Regular Meeting  
Lucille E. Dearth Union Twp. Branch  
195 N. Broadway St., Union City MI 49094

DRAFT

Monday, May 15, 2017  
5:30 pm

## MINUTES

### 1. Call to Order

BDL President Benjamin Jewell called the meeting to order at 5:30 pm.

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Margaret Clemens, Daniel Gordon, Benjamin Jewell, Marilyn Johnson, Susan Smith, Martha Watson.

Board Members Absent: None

Others Present: Lynnell Eash, Jim Eash, Fan Fletcher, Judy Gottschalk, Jon Rick, John Rucker, Gina Horn, Kimberly Feltner, Antonia Dauster, Dee Huffman, and other members of the public.

### 4. Introductions and Welcome to New Board Member

Jewell welcomed new board member, Margaret Clemens to the board.

### 5. Time for Public Comments

None.

### 6. Consent Agenda (Items A-H)

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

A) BDL Regular Board Meeting Minutes: April 17, 2017

B) BDL Special Board Meeting: April 25, 2017

C) Financial Reports: April 2017

D) Branch County Penal Fine Report: April 2017

E) Administrative Reports: May 2017

F) Branch Reports: May 2017

G) Monthly Statistical Report: April 2017

H) Publicity and Comments: May 2017

END OF CONSENT AGENDA

### 7. Approval of the Agenda

**Motion made by Watson, supported by Smith, to add items for Strategic Planning and Policy on Public Comments to the Agenda and approve as amended. Motion carried.**

**8. Bills: April 2017**

**Motion made by Watson, supported by Gordon, to place the bills in the consent agenda for future meetings. 5 yes, Johnson voted no. Motion carried.**

**Motion made by Gordon, supported by Smith, to approve the bills of April 2017. Motion carried.**

**9. CD Renewal**

**Motion by Watson, supported by Johnson, to move the Honor Credit Union Money Market CD to Southern Michigan Bank and Trust, for 29 months at 1%. Motion carried.**

**10. Capital Requests**

Feltner: the bid from Mulders Moving has changed, due to the time limit on the project. They are adding 2 extra people to help complete the move of the fixtures. The staff will be actually moving the collection to the third floor on Monday. Mulder's will be arriving on Tuesday to take the hardware down and move it for us.

**Motion made by Watson, supported by Gordon, to approve up to \$10,500 for the completion of the Teen Space Renovation in the basement, as amended. Motion carried.**

**11. Request to Close Coldwater Branch while Moving Collections**

**Motion by Watson, supported by Gordon, to approve the closing of the Coldwater branch for Monday, May 22, and Tuesday, May 23, 2017 to begin the renovation. Motion carried.**

**12. Committee Meeting reports:****Finance Committee:**

**Motion by Clemens, supported by Gordon, to amend the Purchasing Policy as submitted to permit the Director to spend up to \$2,000 for purchases and contracts using Capital Funds without seeking Board approval. Motion Carried.** The Board wishes it known that this policy does not preclude the Director from spending larger amounts when they are pre-approved as part of the budgeting process.

**Motion by Johnson, supported by Clemens, to table the question of who signs the library's checks until after legal counsel has been consulted. Motion failed.**

**Motion by Watson, supported by Smith, to change the authorized signer of BDL checks to be the Director, or in the absence of the Director any one of the Officers of the BDL Board of Trustees. Motion carried.**

**Personnel Committee:**

Discussed.

**Building Committee:**

Discussed.

**Technology Committee:**

**Motion by Watson, supported by Smith, to select Technology Solutions/Zultys as the provider for the library's new VOIP telephone system, and to authorize \$40,000 from the Major District Projects fund for the project. Motion carried.**

**13. (Item added) Strategic Planning Follow-up**

Johnson brought to the table additional resources to consider for strategic planning. No further action at this time.

**14. (Item added) Public Comment Policy**

**Motion by Jewell, supported by Gordon, to require members of the public wishing to make public comments to so indicate by filling out a card with their name, contact information, and the topic they are speaking about. Time for public comments will be limited to 5 minutes per person. Motion carried.**

**Motion by Jewell, supported by Smith, to limit Board interaction with commenters during Public Comment time. Motion carried.**

**15. Report from this month's host branch: Lucille E. Dearth Union Twp. Branch**

Placed on file.

**16. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 19, 2017, at 5:30 pm at the Sherwood Branch Library.

**17. Additional Public Comments**

Jon Rick: agreed that transparency is crucial for public organizations. Recommended adopting accountability procedures involving project managers, or similar. Rucker responded with an overview of similar accountability procedures already in place at BDL.

Fran Fletcher: asked if any changes had been made yet to the BDL donation cards. Rucker replied that no changes had been made at this time. Also, she hoped that little questions could still be promptly answered, even with tonight's new policy on public comments.

John Rucker: provided further information regarding past BDL strategic planning. Recommended reading minutes from May 1, 1995.

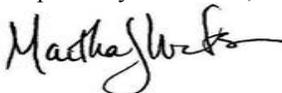
Jim Eash: Concerned that there may be continued issues with the roof at the Coldwater Branch.

Dee Huffman: Suggested that cards for public comment also have information for the patrons to take home with them to help them contact us or seek further answers. Suggested that strategic planning works well when starting with focus groups and that seeking university help could be effective.

**18. Adjournment**

**Motion by Watson, supported by Gordon, to adjourn. Motion carried.** Meeting adjourned at 7:12pm.

Respectfully Submitted,



Martha J. Watson

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