

Board of Trustees Regular Meeting  
Sherwood Branch Library  
118 Sherman St., Sherwood, MI 49089  
June 19, 2017

5:30 pm

## MINUTES

### 1. Call to Order

BDL Vice President, Susan Smith called the meeting to order at 5:30 pm.

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

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

Board Members Absent: Benjamin Jewell (excused)

Staff Members Present: Linda Lyshol, John Rucker, Kimberly Feltner, Jessica Tefft, Traci Counterman, Lisa Wood, Gina Horn, and Toni Dauster.

### 4. Introduction and Welcome to New Board Member Representing the County-at-Large, Delores Huffman.

### 5. Committee Assignment Changes

- Martha Watson moved from the Public Services Committee to the Building Committee.
- Delores Huffman was added to the Public Services and Children's Services Committees.
- Margaret Clemens was added to the Finance Committee.
- A list of all board committees and their members can be found at [https://www.branchdistrictlibrary.org/library\\_board](https://www.branchdistrictlibrary.org/library_board).

### 6. Time for Public Comments

There were no public comments.

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

**Items 7B and 7C were moved to the regular agenda. Motion made by Watson, supported by Gordon, to approve the revised Consent Agenda and place the items within on file. Motion carried.**

- A. BDL Regular Board Meeting Minutes: May 15, 2017
- B. Bills: May 12 & 26, 2017 \*\*\*Moved to Discussion & Action, #9
- C. Financial Statements: May 2017 \*\*\*Moved to Discussion & Action, #9
- D. Branch County Penal Fine Report: April 2017
- E. Administrative Reports: June 2017
- F. Branch Reports: June 2017

- G. Monthly Statistical Report: May 2017  
 H. Publicity and Comments: June 16, 2017

END OF CONSENT AGENDA

### 8. Approval of the Agenda

**Motion made by Watson, supported by Johnson, to approve the Agenda with the addition of two items moved from the Consent Agenda (7.B - Bills and 7.C - Financial Statement). Motion carried.**

### 9. Items Moved from the Consent Agenda

- **Bills: May 12 & 26, 2017.** There was a brief discussion of a couple of bills about which board members had questions. **Motion by Watson, supported by Gordon, to approve these bills. Motion carried.**
- **Financial Statements: May 2017.** Following a brief discussion of items about which board members had questions. **Motion by Watson, supported by Gordon, to approve the Financial Statements. Motion carried.**

### 10. Capital Requests: Rucker presented a request to purchase 14 document scanners for a total amount of \$6,019.13.

**Motion made by Watson, supported by Johnson, to approve the purchase of 14 document scanners in the amount of \$6,019.13 to be paid from Major District Project Fund. Motion carried.**

### 11. Notary Services & Change to Fines & Fees Policy

Request to amend the Fines and Fees Policy by adding a Notary services fee of \$5/page and a Send/Receive Fax fee of \$1 for each page sent, and \$0.50 for each page received.

**Motion by Watson, supported by Gordon, not to charge for Notary Service, and to approve the proposed fees for fax services.**

### 12. Strategic Planning Consultant

The board reviewed and discussed proposals from several vendors to provide strategic planning services to the BDL. Key factors in the discussion were proximity (e.g., companies from or near Michigan), library knowledge and experience, and cost. The deciding factor was the BDL's past history of positive experiences working with the MCLS.

**Motion by Watson, supported by Clemens, to approve the bid from MidWest Collaborative Library Services (MCLS). Motion carried.**

### 13. Staff Training: October 9 & 10, 2017

The Director requested approval to close the Coldwater Branch for two consecutive days of staff training on a variety of topics.

**Motion by Watson, supported by Gordon, to approve closing the Coldwater Branch on October 9 & 10, 2017 for staff training. Motion carried.**

### 14. Report from the Sherwood Branch manager, Traci Counterman

- Summer reading sign up started last Tuesday, with 25 kids signed up so far. The SRC Prizes are on the way, this year we are doubling the prizes.
- The zoo mobile was here last Tuesday and we had 35 patrons.
- Shake, Rattle and Roll, is tomorrow.
- Joel Tacey will be here in July.
- We will be having our annual book sale in August.
- We have signed up a few new patrons. Our numbers are coming back up. Placed on file.

**15. Discussion of Process for Director's Annual Performance Review**

Martha Watson, Personnel Committee chair, reminded the board of the process used for the director's 6-month review. She said that if the same process were used, the board could complete its review by the end of July, the date specified in the director's contract for annual reviews to be done. She suggested that, alternatively, the board could extend the review date to the end of August, thus allowing time at the July meeting for a self-evaluation presentation by the director followed by individual paper reviews and then the formal, final review at the August board meeting.

**Motion by Watson, supported by Gordon, to delay the director's review until the August meeting and ask the director to do a self-evaluation at the July meeting.**  
**Motion carried.**

**16. Announcements**

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

**17. Additional Public Comments**

None.

**18. Adjournment**

**Watson motion for adjournment, supported by Gordon. Meeting adjourned at 6:20pm.**

Respectfully Submitted,



Martha J. Watson  
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  
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