

Board of Trustees Regular Meeting  
Coldwater Branch Library  
10 E. Chicago St., Coldwater MI 49036  
Monday, February 19, 2018  
5:30 pm

## MINUTES

### 1. Call to Order

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

### 2. Pledge of Allegiance

### 3. Roll Call / Attendance

Board Members Present: Benjamin Jewell, Martha Watson, Margaret Clemens, Tom Lowande

Board Members Absent: Daniel Gordon (leave of absence), Susan Smith (excused)

Others Present: Linda Lyshol, John Rucker, Jessica Tefft, Kimberly Feltner, Lisa Wood, Antonia Dauster, Gina Horn, Kathy Madden, Tim Taylor.

### 4. Time for Public Comments

None.

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

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

A) BDL Regular Board Meeting Minutes: January 19, 2018

B) Bills: January 1 - 31, 2018

C) Financial Statements: January 2018

D) Branch County Penal Fine Report: December 2017

E) Administrative Reports: February 2018

F) Branch Reports: February 2018

G) Monthly Statistical Report: January 2018

H) Publicity and Comments: January/February 2018

END OF CONSENT AGENDA

### 6. Approval of the Agenda

**Motion by Lowande, supported by Watson, to approve the Agenda as written. Motion carried.**

### 7. 2017 Audit: Tim Taylor

**Discussion of audit report with Tim Taylor of Taylor Plant and Watkins.**

**Motion by Watson, supported by Clemens, to approve the 2017 Audit report as submitted. Motion carried.**

### 8. Coldwater Public Library (CPL) Advisory Board Bylaws: Discussion. **Motion by Watson, supported by Clemens, to table indefinitely the CPL Bylaws.**

**Holbrook Heritage Room (HHR) & Local History Policy: Motion by Watson,**

**supported by Lowande, to reject the proposed CPL Advisory Board policy. Motion carried.**

**Motion by Watson, supported by Lowande, to have the Director develop a HHR Policy and seek input on the draft from the CPL Advisory Board after review by the BDL Board. Motion carried.**

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**9. Virtual Attendance at Meetings – Passed out information from Woodlands. Motion by Watson, supported by Lowande, to develop a trial policy for electronic appearances at board meetings, to be drafted by Watson. Motion carried.**

**10. Capital Requests: Quincy Branch**

Molders Moving had submitted a bill above the estimate for \$2,741.10. **Motion by Watson, supported by Clemens, to approve the expenditure of \$2,741.10 from the Quincy Capital Fund to pay Mulders Moving. Motion carried.**

Watson suggested sending companies we do business with a letter of thanks for a fine job done. Head of Public Services, Kimberly Feltner, informed the board that we send thank you letters to performers and donors for Summer Reading and other programs that are supported by businesses. We also advertise and list all supporters for that program. It was also noted that branch managers routinely send thank you notes to people and businesses when appropriate. No action was taken on Watson’s suggestion.

**11. Announcements**

A Special Meeting of the Branch District Library Board of Trustees will be held Thursday, February 22, 2018, at 5:00 pm in the meeting room of the Coldwater Branch Library. The next regular meeting of the Board will be on March 19, 2018, at 5:30 pm in the Coldwater Branch meeting room.

**12. Additional Public Comments**

None.

**13. Adjournment**

**Motion by Lowande, supported by Jewell, to adjourn the meeting at 7:08 pm. Meeting adjourned.**

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  
secretary@BranchDistrictLibrary.org