

Board of Trustees Regular Meeting
Bronson Branch Library
207 Matteson St. MI 49028
Monday, June 18, 2018
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: Benjamin Jewell, Susan Smith, Martha Watson, Margaret Clemens, Daniel Gordon, Kimberly Langworthy, Thomas Lowande, Open County at Large Position.

Board Members Absent: None

Others Present: Staff members – John Rucker, Kimberly Feltner, Jessica Tefft, Laura Sachjen, Lynnell Eash, Lisa Wood, Gina Horn, Linda Lyshol

4. Time for Public Comments

None.

5. Consent Agenda (Items A-I)

Motion by Langworthy, 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: May 21, 2018
- B) Bills: May 1 – 31, 2018
- C) Financial Statements: May 31, 2018
- D) Branch County Penal Fine Report: May 2018
- E) Administrative Reports: June 2018
- F) Branch Reports: June 2018
- G) Monthly Statistical Report: May 2018
- H) Publicity and Comments: May 2018
- I) Branch Safety & Security Report

END OF CONSENT AGENDA

6. Approval of the Agenda

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

7. Uhle Donation: Discussion

The discussion revolved around the differences between a plain donation and an endowment. The BDL has mistakenly treated donations from the Uhle family as formal endowments which have legal requirements and documentation. The same thing has

occurred with a donation received in 2013 via a will bequest to the BDL (item # 8 below). In both cases, the donors stipulated that their donations should be used for specified purposes but, absent legal documents making the donations and legal documents from the BDL accepting the donations, there is no binding obligation for the BDL to spend the donated funds as stipulated by the donors. In general, Board members expressed desire to honor such stipulations, but noted the need to be able to refuse donations which have stipulations that are not compatible with Board policy or BDL operations. It was recommended that we develop a form for potential donors to use to document their donations and associated stipulations. The Board would then formally approve or reject the proposed donations and, thus, both sides of the transactions would be fully documented.

Motion by Watson, supported by Clemens, to approve ask Benjamin Jewell to draft a donation document. Motion carried.

8. Algansee Donation: Discussion

Lyshol can let Algansee know that we are working on this. We need to look in to the accounting history of this donation and determine how its accounting should be handled in the future.

9. Personnel Committee Recommendations Regarding Director's Annual Performance Evaluation.

Martha Watson presented the proposed timeline and process for conducting Director Lyshol's annual performance review. (See agenda attachments.) Lyshol will make a self-evaluation presentation to the Board at the July board meeting, board members will do their individual reviews between that meeting and the end of July, and the formal board review will occur at the Board's August meeting. Lyshol may request a closed meeting for the discussion of her performance. It was noted that should she make such a request, there needs to be a place for the public to congregate until the Board reconvenes in the open meeting and that the Sherwood Branch, scheduled location of the August meeting, does not have such a place available. It was decided to switch the dates the Board is scheduled to meet at Sherwood and Quincy so that the director's evaluation meeting in August will be at the Quincy Branch.

Moved by Jewell, supported by Smith, to move the meetings as noted and to approve the recommended evaluation process and timeline. Motion carried.

10. Report from this month's host branch: Bronson Branch Manager, Lynnell Eash

The end of May saw every class from Anderson Elementary visiting the library for a tour and to hear about the summer reading program. We were also able to visit Rayan Elementary to talk to all of the students about summer reading.

Summer Reading is up and running as are all the programs. We have had great turnouts so far. Paleo Joe was here talking about dinosaurs and fossils and the kids were thrilled. Jim Duffert with Science of Music presented a lively show with different instruments, music, songs and dancing. Later this month Joel Tacey will be here with his NERF games and Duct Tape programs. Kiwanis hosted the circus again this year so Sparky the Clown visited the library to tell the boys and girls about the show. One little boy balanced a peacock feather on his finger to the count of 30 and won free passes for every child at the presentation.

The Girl Scout troop in Bronson donated 3 cases of cookies for our summer programs and the kids have been enjoying them. The summer is already going by way too quickly!

Placed on file.

11. Announcements

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 16, 2018, at 5:30 pm in the Sherwood Branch, 118 Sherman Street, Sherwood, MI 49089.

12. Additional Public Comments

None.

13. Adjournment

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

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