

Board of Trustees Regular Meeting  
Sherwood Branch Library  
118 Sherman St., Sherwood, MI 49089  
Monday, July 16, 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, Kimberly Langworthy, Thomas Lowande.

Board Members Absent: None

Others Present: Linda Lyshol, Gina Horn, John Rucker, Kimberly Feltner, Jessica Tefft, Lynnell Eash, Judy Gottschalk, Traci Counterman, Lisa Wood, Gayle Clover, Fran Fletcher, Laura Sachjen, Antonia Dauster.

### 4. Time for Public Comments

Fran Fletcher: Gave Jewell a list of questions for 09.B – Plan of Service.

Gayle Clover: Wanted to know how to contact a board member if she had a question since their contact information is not on the public website. Jewell told her to contact the Director until all of the emails could be set up for the rest of the board, as not all of them chose to have library addresses.

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

**Motion by Lowande, supported by Watson, to pull down items 05.D – Penal Fine Report; 05.G – Statistical Report; and 05.H – Publicity & Comments to the Discussion & Action portion of the Agenda, and to approve the Consent Agenda as amended and place the items within on file. Motion carried.**

A) BDL Regular Board Meeting Minutes: June 18, 2018

B) Bills: June 2018

C) Financial Statements: June 2018

D) Branch County Penal Fine Report: June 2018 \*Moved to Discussion & Action

E) Administrative Reports: July 2018

F) Branch Reports: July 2018

G) Monthly Statistical Report: June 2018 \*Moved to Discussion & Action

H) Publicity and Comments: July 2018 \*Moved to Discussion & Action

END OF CONSENT AGENDA

**6. Approval of the Agenda**

**Motion by Lowande, supported by Watson, to add an additional item to the agenda, # 7. Request of funds from Union Twp. approve the Agenda as written. Motion carried.**

**7. Request of funds for Dearth Union Twp.**

**Motion by Lowande, supported by Watson, to approve the request of funds from the Private Trust for the following purchase: 2-6' Cedar colored Georgetown benches with a personalized bronze plaque, which will say Branch District Library Dearth Union Township Library, at a cost of \$1,874.80 including shipping, delivery, and assembly from Merchants Hardware in Union City; 1 – Peavey Escort 6000 Portable Sound System with 2 extra speakers, wireless microphone, and extra cable wire at a cost of \$1,720.00. Motion carried.**

**8. Penal Fine Report \*Moved from Consent Agenda**

Much discussion over the different view of the report. Financial Manager, Antonia Dauster, will go to the Court House and get an answer and report next month.

**9. Monthly Statistical Report \*Moved from Consent Agenda**

Watson would like to schedule a meeting once a year to go over comparative data. **Motion by Watson, supported by Lowande, to schedule an additional meeting each March for the purpose of reviewing the statistical report from the previous year. Motion carried.**

**10. Publicity & Comments \*Moved from Consent Agenda**

Discussion

**11. 2018 Millage Reduction and Tax Rate Request Motion by Watson, supported by Jewell, to assess the full millage rate allowed by the Headlee amendment. Motion carried.****12. Chemical Bank CD**

**Motion by Watson, supported by Clemens, to move the CD from Chemical to Southern Michigan Bank & Trust, to a 60-month CD at 3.1% APY. Motion carried.**

**13. Public Services Committee: Met June 26, 2018****A) Addition to Library Card Policy: Teachers**

**Motion by, Watson, supported by Smith, to approve the updated Library Card Policy. Motion carried.**

**B) Plan of Service**

**Motion by Jewell, support by Langworthy, to table the Plan of Service, the trustees recommend that the Director send a letter to the Township Supervisors, advising them of the changes, and a supporting document showing them what the changes are. Motion carried.**

**14. August & September Board Meeting Locations – Tom Lowande**

**Motion by Jewell, supported by Watson, to move the August meeting to the Union branch and the September meeting to the Quincy branch. Motion carried.**

**15. Director's Presentation****16. Report from this month's host branch: Sherwood – Traci Counterman**

Counterman reports that she has went the Small and Rural Library Conference in May. She has no Friends group. She is wanting to start a Junior Friends group. There was a Concert in the Park for a program that was well attended by the kids. There is a new clerk, Maria Piper. Counterman would like to start a new program where the kids get paid play money

to come to programs, then spend it at the library for real items.  
Placed on file.

**17. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, August 2018, at 5:30 pm at the Dearth Union Township Branch Library.

**18. Additional Public Comments**

Watson would like to see photos of the new staff put in the board packets with their name and what branch they work at.

**19. Adjournment**

**Motion by Watson, supported by Smith, to adjourn the meeting of the Branch District Library Board. Meeting adjourned at 7:46pm**

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