



Branch District  
Library

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BENJAMIN JEWELL, President, City of Coldwater  
SUSAN SMITH, Vice President, Quincy Twp.  
MARTHA WATSON, Secretary, City of Coldwater  
MARGARET CLEMENS, Trustee, Bronson Twp.  
KIMBERLY LANGWORTHY, Trustee, County-at-Large  
THOMAS LOWANDE, Trustee, Union Twp.  
SUSAN BROOKS, Trustee, County-at-Large

Board of Trustees SPECIAL Meeting  
Coldwater Branch Library  
10 E. Chicago Street, Coldwater, MI 49028  
Wednesday, September 26, 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: Ben Jewell, Tom Lowande, Martha Watson, Margaret Clemens, Kim Langworthy, Susan Brooks.

Board Members Absent: Sue Smith

Others Present: John Rucker, Kimberly Feltner, Gina Horn, Lisa Wood, Laura Sachjen, and Mr. Rucker (brother of John).

### 4. Approval of the Agenda

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

### 5. Plan of Service Draft (First public notice was at the July Board meeting.)

At the July meeting, the Board directed the Library Director to send a letter to the Township Supervisors advising them of the proposed changes to the Plan of Service along with a supporting document showing the changes. At the August meeting, there was discussion of questions or objection to some of the proposed changes, notably the changes in how capital funds are allocated to the branches. The Board voted to schedule a special meeting for final discussion and vote on the proposed new plan of service. Today's meeting was that special meeting.

There was no one present who requested to speak about the proposed changes. The main discussion centered on Section 15's provisions with regard to capital funds. The Board's Public Services Committee had recommended approval of the proposed plan, including the language of Section 15. President Jewell reported that the Finance Committee was in favor of all elements of the proposed plan except the Section 15 provisions for allocating specific percentages of the Capital Improvement Fund to each branch. Instead, the Finance Committee recommended that all Capital Improvement Funds remain in a District-wide account with no split-outs for the individual branches. While most board members voiced agreement with the Finance Committee's recommendation, there was also discussion of opposition from some branch managers and some Algansee patrons. There were concerns that too much of the money would go to the Coldwater Branch, that one branch would make multiple requests in an attempt to use all of the money, and that there were no provisions for limiting the number of requests a branch could make in any given year. In response to those concerns, board members noted that the branches had not in the past spent all of their allocated capital funds leading to a surplus that was going unused, that in the memories of the Board president and secretary no branch requests to spend money from

their capital fund allocation has ever been denied, and that there would very likely be more money spent from the capital fund on the Coldwater branch because of its size and the fact that the BDL is responsible for the building's maintenance.

There was discussion about responses received as a result of the Director's letter to all the township supervisors. There was little or no response. Motion by Watson, supported by Lowande, to approve the new Plan of Service with one change in Section 15 to eliminate all words in that section after the sentence, "These funds will be maintained by setting aside 3% of millage 1 each year." Motion carried. This change implements the recommendation of the Finance Committee to eliminate the separate capital fund allocations for each branch and, instead, maintains the capital funds in a single district-wide account.

Motion by Watson, supported by Lowande, to add an item to the agenda for the Board meeting in September 2019 for a review and analysis of all capital fund requests and expenditures over the preceding 12 months. Motion carried.

#### **6. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 15, 2018, at 5:30 pm, in the Coldwater Branch meeting room.

#### **7. Additional Public Comments – None.**

#### **8. Adjournment**

Motion by Lowande, supported by Clemens, to adjourn the meeting. Motion carried.

Respectfully Submitted,



Martha J. Watson  
BDL Board Secretary

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Branch District Library, 10 E. Chicago St., Coldwater, MI 49036  
(517) 278-2341  
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