

Board of Trustees Regular Meeting
Branch District Library – Coldwater Branch
10 E Chicago Street, Coldwater, MI 49036
Monday, 12/18/2018
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, Sue Smith, Martha Watson, Susan Brooks, Margaret Clemens, Kim Langworthy, Tom Lowande.

Board Members Absent/Excused:

Others Present: Linda Lyshol, Gina Horn, John Rucker, Kimberly Feltner, Jessica Tefft, Lisa Wood, Antonia Dauster, and Laura Sachjen.

4. **Time for Public Comments.** Jessica Tefft made a presentation (see attached handout) about her accomplishments in 2017 & 2018 & the proposed new duties of a new role to be called Director of Youth and Family Engagement. At the conclusion, she requested a salary increase to \$48,000/year and supported her request with some comparison salaries from similar positions elsewhere.

5. Consent Agenda (Items A-H)

Motion by Lowande, supported by Clemens, to approve the Consent Agenda and place the items within on file. Motion carried.

- A) BDL Regular Meeting Minutes: 12/18/2018
- B) Bills: November 2018
- C) Financial Statements: November 2018
- D) Branch County Penal Fine Report: November 2018
- E) Administrative Reports: December 2018
- F) Branch Reports: November 2018
- G) Monthly Statistical Report: November 2018
- H) Publicity and Comments: November 2018

6. Approval of the Agenda

Motion by Clemens, supported by Smith, to approve the Agenda with the addition of Watson's proposed Item #7A, Discussion of the County's appointment of a new board member, Cynthia Brand, representing Quincy. Motion carried.

7. Discussion of New Board Member from Quincy

This was an informational item and no action was taken. Director Linda Lyshol said she had just learned that the County appointed a new person, Cindy Bland, to represent Quincy on the Board, despite the fact that Sue Smith had applied for reappointment & currently serves as the Board's vice-president. Board members expressed dissatisfaction with the process, recognition that it's the County's prerogative to handle appointments as it sees fit, and that we will miss Sue and wish her well. We look forward to meeting Cindy at the January board meeting.

8. 2018 Budget Amendment

President Jewell pointed out some errors in the document and other concerns. **Motion by Jewell, supported by Watson, to table the item and refer it to the Finance Committee. Motion carried.**

9. Final Reading of the 2019 Budget

Much discussion and concern about errors and figures that didn't make sense which the Director could not explain. There was discussion of Jessica Tefft's public comments about her position & reference to the Personnel Committee memo written by the Director that was attached to the November meeting agenda. There was concern expressed about an unbalanced budget & it was pointed out that 71% of our total budget consists of personnel-related costs (salaries, insurance, etc.) which could not be supported long-term. When we reach the point of exhausting the unrestricted fund balance, we will have no choice but to lay off employees.

A) Motion by Lowande, supported by Clemens, to create the position of Director of Youth & Family Engagement. Result of voice vote was unclear & a roll call vote was requested. Votes were as follows: Smith-No; Watson-No; Brooks-No; Clemens-Yes; Lowande-Yes; Jewell-No; Langworthy-No. Motion failed.

B) Motion by Watson, supported by Lowande, to institute an immediate hiring freeze on current vacancies and any vacancies which occur in 2019. No positions may be filled without express approval by the Board. Motion carried.

C) Motion by Watson, supported by Clemens, to approve to direct the Library Director & Financial Clerk to meet with Tim Taylor of Taylor, Plant & Watkins to go over the budget in detail, including all of the formulas in the spreadsheets. Motion carried.

D) Motion by Watson, supported by Langworthy, to approve the 2019 budget with the caveat/expectation that there will be changes after the meetings with the accountant and the Finance Committee. Motion carried.

8. Special Revenues Budget

No significant discussion. **Motion by Langworthy, supported by Clemens, to approve the Special Revenues Budget. Motion carried.**

9. Building Committee Report

This was an informational item and no action was taken. The Building Committee and staff met on December 5th to tour two facilities.

10. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, 1/21/2019, at 5:30 pm in the Coldwater Branch 4th Floor meeting room.

11. Additional Public Comments – None.

12. Adjournment

Motion by Smith, supported by Lowande, to adjourn the meeting. Motion carried. Meeting adjourned about 6:45 pm.

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