



**Branch District  
Library**

[www.BranchDistrictLibrary.org](http://www.BranchDistrictLibrary.org)

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

**Board of Trustees Regular Meeting  
Conducted Virtually on Zoom/YouTube Due to the Coronavirus  
Monday, November 16, 2020  
5:30 pm**

In an effort designed to help prevent the spread of the coronavirus, the Branch District Library Board of Trustees is holding this meeting via an online livestream, as permitted under the amended Michigan Open Meetings Act, PA 228 of 2020. Connection details are below, or see our Online Meeting Guide for help on our website.

Members of the public wishing to participate in the meeting have the following options:

- If you wish only to observe and listen:
  - We recommend you view our livestream by going to: <https://www.BranchDistrictLibrary.org/livestream>.
  - Join the meeting on Zoom via the following address: <https://us02web.zoom.us/j/83182538760>.
  - You may also call in on a telephone to listen to the meeting audio. Dial **1-312-626-6799**, and enter meeting ID **831-8253-8760**. A participant ID is not required to listen.
  
- If you wish to give public comment:
  - Join the meeting on Zoom via the following address: <https://us02web.zoom.us/j/83182538760>. Indicate you wish to speak by pressing the "Raise Hand" icon in Zoom before a public comment period.
  - Send an email by 4:00pm prior to the meeting to the Library Director at [director@BranchDistrictLibrary.org](mailto:director@BranchDistrictLibrary.org) or to BDL Trustees listed at [https://www.BranchDistrictLibrary.org/library\\_board](https://www.BranchDistrictLibrary.org/library_board).
  - Use our web form at [https://www.BranchDistrictLibrary.org/suggestion\\_box](https://www.BranchDistrictLibrary.org/suggestion_box).
  - Leave a voicemail by 4:00pm prior to the meeting by calling the Library Director at **517-279-7848**.
  - Dial **1-312-626-6799**, and enter meeting ID **831-8253-8760**. A participant ID is not required to listen. If you wish to make a comment, press **\*9** on your touchtone phone or keypad before a public comment period. When instructed, press **\*6** to unmute yourself.
  
- During the public comment periods, those indicating they wish to speak will be recognized. Individuals making public comments should state their name and where they live before their comment. The time limit for any individual's public comments will be 5 minutes.

## AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**

**3. Roll Call / Attendance**

All trustees attending virtually must state their physical location for the record.

**4. Time for Public Comments**

This is a time for participation from the public. Those wishing to speak should indicate their desire to do so by pressing the "Raise Hand" button in Zoom, or dialing \*9 on their telephone keypad. Speakers must identify themselves for the record, and there will be a time limit of five minutes per speaker. Some questions may require research, in which case no answer may be available at this time.

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

Items listed in the Consent Agenda are considered to be routine matters or items not needing further discussion. Board members should indicate now if they would like any items moved from the Consent Agenda for discussion. Approval of these items will be enacted in one motion.

- A) BDL Regular Board Meeting Minutes: October 19, 2020
- B) Bills: October 2020
- C) Financial Statements: October 2020
- D) Branch County Penal Fine Report: September 2020
- E) Management Reports: November 13, 2020
- F) Branch Reports: November 13, 2020
- G) Monthly Statistical Report: October 2020
- H) Publicity and Comments: November 13, 2020

END OF CONSENT AGENDA

**6. Approval of the Agenda****7. Budget Hearing: Final Reading of the 2020 Operating and Special Revenues Budgets****8. Update to the Employment Handbook****9. Open Meetings Act Update****10. BDL Board Meeting Dates for 2021****11. BDL Holidays and Closing Dates for 2021****12. COVID-19 Update****13. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be held virtually Monday, December 21, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**14. Additional Public Comments**

This is a time for participation from the public. Those wishing to speak should indicate their desire to do so by pressing the "Raise Hand" button in Zoom, or dialing \*9 on their telephone keypad. Speakers must identify themselves for the record, and there will be a time limit of five minutes per speaker. Some questions may require research, in which case no answer may be available at this time.

**15. Adjournment**

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  
 info@BranchDistrictLibrary.org