



DOROTHY CHERRY, President, County-at-Large
GEORGANN REPERT, Vice President, City of Coldwater
BONNIE FRICK, Secretary, Quincy
PHILIP ANDERSON, Trustee, County-at-Large
LYNDA CHAN, Trustee, City of Coldwater
GAYLE CLOVER, Trustee, Bronson
MARILYN JOHNSON, Trustee, Union Twp.

Board of Trustees Regular Meeting
Coldwater Branch Library
10 E. Chicago St., Coldwater MI 49036
Monday, November 19, 2012
6:00 pm

MINUTES

CALL TO ORDER

BDL President Dorothy Cherry called the meeting to order at 6:00 pm.

ATTENDANCE

Dorothy Cherry, BDL Board President; Bonnie Frick, BDL Secretary; Lynda Chan; Gayle Clover; Marilyn Johnson; members of the public, Erica Ewers; Mick Davis; Mark Ludlow; BDL Staff members: Pat Kaniewski; Stephanie Davis; Lisa Wood; Gina Horn; Evette Atkin; John Rucker Jeanne Berg.

ABSENT

Georgann Reppert (excused); Phil Anderson (not excused).

APPROVAL OF THE AGENDA

Motion made by Chan, supported by Clover, to approve the Agenda as written. Motion carried.

TIME FOR PUBLIC COMMENTS

None.

CONSENT AGENDA (ITEMS 1-12)

Motion made by Frick, supported by Clover, to approve the Consent Agenda items 1 – 5 & 8 - 12 as written and place the items within on file; items #6 Financial Statements & #7 Penal Fine Report are to be moved to the Action and Discussion items. Motion carried.

Meeting Minutes

1. BDL Regular Board Meeting of October 15, 2012
2. CPL Regular Board Meeting of October 8, 2012

Reports from Branches & Departments

3. Branches: November 2012
4. Coldwater Kids' Place: November 2012
5. Automation*: November 14, 2012

*The Automation Librarian continues to monitor and assure compliance with the Children's Internet Protection Act.

Finances

6. ***Financial Statements: October 31, 2012 & 2011 Moved to Action & Discussion
7. ***Branch County Penal Fine Report: October 2012 Moved to Action & Discussion

Statistical Reports & Informational Items

8. Monthly Statistical Report: October 2012
9. Book Budget: October 2012
10. Capital Projects: October 2012
11. Geek the Library Launch Party Announcement

Correspondence & Patron Comments

12. Patron comments.

END OF CONSENT AGENDA**DISCUSSION & ACTION ITEMS (ITEMS 13 - 21)**

13. ***Financial Statements: October 2012 (Moved from Consent Agenda #6) Discussed
14. ***Branch County Penal Fine Report: October 2012 (Moved from Consent Agenda # 7) Discussed
15. Bills: October 19, 2012 and November 2, 2012
Motion made by Frick, supported by Chan, to approve the bills of October 19, 2012 and November 2, 2012. Motion carried.
16. Director's Report: November 2012
17. Capital Improvement Fund Breakdown: **Tabled until January 2013 board meeting.**
18. Personnel Committee Report:
 - A. Director's 6 month review: At the request of Evette Atkin, the board met in closed session for approximately 10 minutes to review the 10/24/12 recommendation of the Personnel Committee regarding the 6-month probation provision in the April 18, 2012 employment contract between the Branch District Library and Evette Atkin. The audio recording was turned off prior to the closed session. **Motion made by Frick, supported by Johnson, to removed Evette Atkin from probation, effective November 19, 2012, with advice to the Director on two matters. Motion carried.**
19. Proposed change in the Personnel Policy: Existing Policy section K, page 20 of the Personnel Manual –

K. LAYOFF

1. It is the intent to layoff and recall in a manner that preserves employment for the most qualified employees. If two or more employees are equally qualified, the most senior qualified employee will retain the position.
2. If the library must lay off a staff member, s/he will be given a two-week notice if possible.
3. If any employee has taken a voluntary reduction in hours, s/he will be offered a restoration of hours before an outside substitute, if necessary, is hired.

The Personnel Committee made a recommendation of changes (report on file). After much discussion, the following was brought to a vote:

K. Layoffs and Reductions in Hours

1. It is the intent to layoff, reduce hours, and recall and increase hours in a manner that preserves employment for the most qualified employees.

The factors to consider in layoffs and reduction in hours are:

- a) Seniority, training, skills,
- b) Experience
- c) Education & Performance Reviews

If two or more employees are equally qualified, the most senior qualified employee will retain the position.

2. If the library must lay off a staff member, s/he will be given a two-week notice if possible.
3. Any employee who voluntarily takes a reduction in hours should consider that action permanent, though the volunteer may apply for a position that opens, and any employee who has taken a voluntary reduction in hours from a permanent position will be offered a restoration of those hours before a substitute is hired.

Motion made by Johnson, supported by Clover, to approve the discussed changes to the personnel policy, section K, page 20, Layoff and Reduction in Hours. 3 ayes, 1 nay. Motion carried.

20. Finance Committee Report:

A. The Finance Committee recommended the following schedule for 2013:

- Monday: 10 – 7
- Tuesday: 10 – 5
- Wednesday: 10 – 5
- Thursday: 10 – 7
- Friday: 10 – 5
- Saturday: 11 – 3

Motion made by Clover, supported by Chan, to reduce the current Coldwater branch hours an additional 6 hours per week for calendar year 2013, commencing January 1, 2013, and to adopt the above schedule. Motion carried.

B. The Finance Committee recommended the following change in the Personnel Policy Manual on Holiday pay for hourly employees for fiscal year 2013:

- E. Holidays

For fiscal year 2013 the Branch District library has rescinded all holiday pay to hourly employees.

Motion made by Clover, supported by Chan, to rescind for fiscal year 2013 Section E (2) of Part IV (page 15) of the Personnel Policy Manual for Hourly Employees and to resolve that the Branch District Library shall not pay holiday pay to hourly employees in 2013. Motion carried.

C. The Finance Committee recommended eliminating Personal Days/floating holiday pay for fiscal year 2013:

Motion by Clover, supported by Chan, to rescind for fiscal year 2013 Section # (3) part IV (page 15) of the Personnel Policy Manual for Hourly Employees and resolve that the Branch District Library shall not pay any floating holiday allowance in 2013. Motion carried.

- D. The Finance Committee recommended eliminating mileage for substitutes. Employees who are required to work at a location other than their regular assignment or engaged in approved errands will be reimbursed for mileage from their regularly assigned site. Employees who volunteer for extra hours at another location are not eligible for mileage for those trips. Mileage reimbursement is requested on the "Expense Reimbursement" Form. Mileage reimbursement is paid at the current IRS rate. **Employees who are not permanently assigned to a particular branch do not receive mileage reimbursements.**

Motion made by Chan, supported by Johnson, to amend Part III, Section K (Page 10) of the Personnel Policy Manual for Hourly Employees by adding a last sentence to the provision: "Employees who are not permanently assigned to a particular branch do not receive mileage reimbursements." Motion carried.

- E. The Finance Committee recommended to enact Furlough Days for fiscal year 2013:

Motion by Frick, supported by Clover, to amend Part VII of the Personnel Policy Manual for Hourly Employees by adding Section H. Furlough Days to read as follows: "For fiscal year 2013, the library shall close on 3 Saturdays (March 30, May 25 and August 31). Hourly employees shall be furloughed those three days and entitled to no compensation." Motion carried.

- F. The Finance Committee recommended establishing Health Savings Accounts for the four employees enrolled in the BDL Health Savings Account Plan:

Motion made by Chan, supported by Frick, to establish a Health Savings Account for each of the 4 employees enrolled in the Branch District Library Health Savings Account Plan with BCBSM, to coincide with the change in plan coverage set to occur January 1, 2013, by depositing as the BDL contribution \$250 in each employee account. The moving party clarified that this motion did not include a feature for BDL to match employee contributions at this time. Motion carried.

- G. The Finance Committee recommended an addition to Personnel Policy Manual for fiscal year 2013 to prevent loss of insurance occasioned by any loss of hours due to 2013 budget constraints:

Motion by Chan, supported by Frick, to amend Part IV, Section B (Page 11) of the Personnel Policy Manual for Hourly Employees, by adding the following sentence to the end of paragraph:

For fiscal year 2013, any 40-hour per week employee currently enrolled in the BDL group health plan at employer's expense shall be eligible to remain or continue in the group health plan during 2013 at employer's expense, despite any reduction in hours occasioned by cuts to the 2013 budget.

Motion carried.

21. 2013 Endowment Fund Budget: **Motion made by Chan, supported by Frick, to approve the 2013 special revenue trust fund budget.** Placed on File.

22. Second Reading of the 2013 BDL Operating Budget: **Motion made by Clover, supported by Chan, to adopt the 2013 budget as drafted. Motion carried.**
Placed on File.

ANNOUNCEMENTS & ADDITIONAL COMMENTS

1. The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, December 17th at 6:00 pm in the meeting room of the Coldwater Branch Library.

ADJOURNMENT

Motion made by Clover, supported by Chan, to adjourn the meeting. Motion carried. The meeting was adjourned at 7:50 pm.

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