

Board of Trustees Regular Meeting  
Dearth Union Twp. Branch Library  
195 N. Broadway St., Union City, MI 49094  
Monday, September 19, 2016  
5:30 pm

## MINUTES

1. **Call to Order**

BDL President Erica Ewers called the meeting to order at 5:30 pm.

2. **Pledge of Allegiance**

3. **Roll Call / Attendance**

Board Members Present: Erica Ewers, Benjamin Jewell, Susan Smith, Martha Watson.

Board Members Absent: Daniel Gordon (excused), Marilyn Johnson (excused), Lewis Uhrig (excused).

Others Present: Linda Lyshol, John Rucker, Kimberly Feltner, Darlene Curtis, Gina Horn, Judy Gottschalk, Lisa Wood and other members of the public.

4. **Time for Public Comments**

None.

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

**Motion made by Watson, supported by Jewell, to approve the Consent Agenda, moving item formerly designated as “5. E – Assistant Director’s Report” to Discussion and Action item #7, and placing the items within on file. Motion carried.**

- A) BDL Regular Board Meeting Minutes: August 15, 2016
- B) Financial Statements: August 2016
- C) Branch County Penal Fine Report: NA
- D) Director’s Report: September 12, 2016
- E) Branch Reports: September 15, 2016
- F) Monthly Statistical Report: August 2016
- G) Book Budget: August 2016
- H) Capital Projects: August 2016
- I) Community Promotions Budget: August 2016
- J) Trust Information: August 2016
- K) Financial Information: August 2016
- L) Publicity and Comments: September 2016

END OF CONSENT AGENDA

6. **Approval of the Agenda**

**Motion made Jewell, supported by Smith, to approve the Agenda as written. Motion carried.**

7. **Assistant Director’s Report:** September 16, 2016 Rucker reported that Hoekstra Roofing came out and made repairs that is believed to have been the cause of the remaining leaking issues. **Motion by Jewell, supported by Watson, to approve \$13,724.33 be paid from Coldwater Capital to Hoekstra for roof repair. Motion carried.**

8. **Bills: August 4, 8, 16 and August 19, 2016**  
Motion made by Watson, supported by Smith, to approve the bills of August 4, 8, 16 and August 19, 2016.  
**Motion carried.**
9. **Capital Requests: Motion made by Jewell, supported by Smith, to approve the purchase for the Sherwood and Algansee branches, with an Epson WorkForce ET-4500 multifunction device, at \$399.99 each, to replace the current multifunction fax machines. And to approve the purchase of an add-on card for Bronson's copier, under contract with Solutions of Southwest Michigan, for a total of \$999.98 to come from Other District Projects. Motion carried.**
- Motion by Watson, supported by Jewell, to approve the purchase of two (2) entryway trashcans for a total of \$499.98 to come from the Coldwater Capital fund. Motion carried.**
10. **Personnel Committee: August 15 and September 13, 2016**  
**Jewell reported: The Personnel Committee has been working on the Personnel handbook. Motion by Watson, supported by Smith, to approve the attorney fees for Karl Butterer to rewrite the Personnel Handbook in an amount not to exceed \$7,000. Motion carried.**
11. **Public Services Committee: Met August 31, 2016**  
 Discussed the reciprocal agreement between Burlington and BDL.
12. **Reciprocal Borrowing Agreement – Motion made by Jewell, supported by Watson, to approve the reciprocal borrowing agreement between Burlington Twp. and Branch District Library. Motion carried**
13. **Draft Changes to Policy & Procedure for Purchasing: Motion made by Watson, supported by Smith, to approve the Policy and Procedure for Purchasing as presented. Motion carried.**
14. **Staff Training: October 3, 2016**  
**Motion by Jewell, support by Smith, to close the library for October 3<sup>rd</sup> for a full day of staff training. Motion Carried.**
15. **Report from this month's host branch: Union Twp.**  
 Gottschalk reports – gave a list of all programs that have been done this year. 70 people showed up for the Back to School Carnival. New shelving is in and is holding Historical and Christian fiction.  
 Placed on file.
16. **Announcements**  
 The next scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 17, 2016, at 5:30 pm in the meeting room of the Coldwater Branch Library.
17. **Additional Public Comments**  
 None.
18. **Adjournment Motion by Jewell, supported by Smith, to adjourn the meeting at 6:02pm.**

Respectfully Submitted,

Sue Smith  
 Acting 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