

## DRAFT

### Board of Trustees Regular Meeting Branch District Library –ColdwaterBranch 10 E Chicago Street, Coldwater, MI 49036 Monday, 3/18/2019 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, Cindy Bland, Susan Brooks, Margaret Clemens, and Kim Langworthy.

Board Members Absent/Excused:

Others Present: John Rucker, Jessica Tefft, Toni Dauster, Lynnell Eash, Lisa Wood, and Laura Sachjen.

#### 4. Public Comments. None.

#### 5. Consent Agenda (Items A-I)

Motion by Watson, supported by Langworthy, to approve the Consent Agenda minus “B) Bills” (which Trustee Jewell requested be brought down to the regular agenda and added as item 8A) and place the items within on file. Motion carried.

- A) BDL Regular Meeting Minutes: February 18, 2019
- ~~B) Bills: February 18, 2019~~ **Moved to item #8A on the regular agenda.**
- C) Financial Statements: February 2019
- D) Branch County Penal Fine Report: January 2019
- E) Administrative Reports: March 2019
- F) Branch Reports: March 2019
- G) Monthly Statistical Report: February 2019
- H) Publicity and Comments: March 2019
- I) 5-Year Technology Plan 2020-2024

## 6. Approval of the Agenda

Motion by Watson, supported by Lowande, to approve the Agenda with the addition of item #8A, Bills. Motion carried.

## 7. Resignation of Director

Library Director Linda Lyshol submitted her resignation effective March 29, 2019. There was significant discussion, mostly centered on the process that resulted in this resignation. There was a well-received suggestion that the Board might benefit from a retreat with a facilitator to discuss operating procedures, committee responsibilities and working relationships among board members.

- A) Motion by Watson, supported by Lowande, to accept Ms. Lyshol's resignation effective immediately, not effective March 29th. Motion carried.
- B) Motion by Bland, supported by Langworthy, to pay Ms. Lyshol severance pay as provided in her employment contract. Motion carried.

## 8. Personnel Committee Report

The Personnel Committee met to talk about the possibility of purchasing a Human Resources Information System (HRIS) which will help us track and manage our employees and the costs associated with them. John Rucker has identified 3 web-based products which would likely meet our needs, one of which (the middle-priced one) will interface with our payroll system. This will reduce a lot of manual data entry every pay period and will, thus, save time and money. John is getting a trial of this product & will do a demo for the Board at some point in the future when it appears we're ready to make a purchase. The purchase price is within the Director's spending authority, but the Board should be interested in seeing the capabilities of a product which will help the BDL better manage its employees. This was an informational item and no action was taken.

After Ms. Lyshol notified us that she was resigning, the Personnel Committee began discussing transition plans. Assistant Director, John Rucker, will immediately assume the director's responsibilities as provided in his assistant director job description. Board members objected to spending a lot of money again so soon to hire a new director. We talked about posting the job internally and expressed the hope that John would apply. Staff pointed out that John is the only staff member who possesses the state certification required for a library of our size. Board members asked John if he is interested in the job in an on-going capacity and he indicated that he is.

- A) Motion by Watson, supported by Lowande, to pay John Rucker as Acting Director the same annual salary Ms. Lyshol had been making. Motion carried.
- B) Motion by Bland, supported by Brooks, to offer John Rucker a formal interview for the Director position. Motion carried.
- C) Motion by Watson, supported by Brooks, to conduct that formal interview at the April 15<sup>th</sup> regular Board meeting. Motion carried.

There was discussion of the process and there was consensus that we could handle the interview

process more informally as we would only be interviewing a single candidate. Watson will provide board members with the interview questions we used in 2016. Each board member should select 3 questions from among those provided or come up with a question of their own that is not on the list. Watson will also provide other helpful material from the last recruitment process.

#### **8A. Bills**

Jewell had a questions about one item on the bills and it was answered to his satisfaction by staff. This was an informational item and no action was taken.

#### **8B. Signature Authority for Checks (added item)**

The Library Director and the three Board officers are supposed to have signature authority with the officers filling in only when the director is not available. Due to his recent election, Vice President has not yet received signature authority, but that is in process. Jewell asked if the Board wanted to give John signature authority. Motion by Watson, supported by Lowande, to authorize acting director John Rucker to sign financial documents such as bill payments and paychecks on behalf of the BDL. Motion carried.

#### **9. Announcements**

The next scheduled meeting of the Branch District Library Board of Trustees will be a Special Meeting to review and discuss the BDL's statistics on Monday, March 25, 2019, at 5:30 pm in the Coldwater Branch 4<sup>th</sup> floor meeting room. The next regular meeting will be on April 15, 2019, at 5:30 pm, in the same place.

**10. Additional Public Comments** – Former BDL trustee Marilyn Johnson spoke in support of John Rucker's candidacy for the on-going Director job and for not using a costly selection process again.

#### **11. Adjournment**

Motion by Bland, supported by Lowande, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:50 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