



Present: Cindy Bland, Susan Brooks, John Rucker

Absent: Martha Watson

The ad-hoc, BDL Bylaws Review Committee met on June 5, 2019, and agreed on the following recommendations that, upon final full board approval, are to be incorporated into the bylaws governing the Branch District Library Board of Trustees.

Trustee Education

It is the recommendation of the committee that board members attend a mandatory education session once per quarter. Training would be held in the evening on the second Monday of the month in the middle of each quarter specifically; February, May, August, and November. If approved by the board, the first scheduled training would be held on August 12, 2019.

Board Appointments

Any sitting board member with an expiring term must submit an application to either the Branch County clerk's office for at-large appointment or the City of Coldwater administration for city appointment. The BDL director will contact appropriate parties to determine if there are other applications to consider. The BDL board will review any applications at its November meeting and forward written recommendation(s) in writing, from the BDL board president to the appropriate governing body for appointment. The recommended candidate(s) will be strongly encouraged to attend the commissioners' or city council meeting at which the appointment is to be made.

Committees

At the request of the ad-hoc committee, each of the established board committees created the following committee descriptions for board review and approval to be included in the board bylaws.

Building

The BDL Building Committee advises the BDL board and the library director on matters relating to the physical spaces of our libraries. This is primarily concerned with the entirety of the Coldwater Branch, due to our unique obligations there, but may include issues of interior maintenance and repair at other branch locations as well. The Building Committee makes recommendations to the BDL board regarding contracts with other municipalities, leases, and rental agreements for properties where BDL provides library services. The Building Committee has traditionally included a representative from the Coldwater Branch Advisory Board.

Finance

The BDL Finance Committee advises the BDL board and the library director on any and all matters pertaining to the budget, investments, or any other financial matter under the responsibility of the BDL board. The Finance Committee recommends budgets to the BDL board, typically by October of each year, and makes recommendations for budget amendments as needed throughout the year. The Finance Committee also periodically spot checks BDL accounts and accounting practices throughout the year.

Personnel

The Personnel Committee advises and makes recommendations to the BDL board and the library director on matters pertaining to human resources policies, contracts, and other related matters. The committee manages the processes for hiring, investigating and evaluating the performance of, and terminating the contract of, a library director by developing and recommending to the board applicable procedures, forms, and actions. The Personnel Committee is notified by the library director on matters of staff discipline and is consulted prior to any dismissals.

Public Services

The BDL Public Services Committee advises the BDL board and the library director on any matter before the library which may affect our delivery of library services to patrons. This would include reviewing policy and suggesting changes, examining proposed contracts or services, and evaluating how effectively BDL uses technology to serve patrons. The Public Services Committee seeks to support our strategic plan in finding ways to lower barriers and increase access to library services.