

Board of Trustees Regular Meeting  
Conducted Virtually on Zoom/YouTube Due to the Coronavirus  
10 E Chicago Street, Coldwater, MI 49036  
Monday, October 19, 2020  
5:30 pm

## MINUTES

*NOTE: In an effort designed to help prevent the spread of the coronavirus, the Branch District Library Board of Trustees live streamed this meeting via Zoom and YouTube. Instructions were provided in the meeting notice for how the public could watch or listen to the meeting and provide public comment. All votes taken during the meeting were done by roll call.*

1. **Call to Order**  
BDL President Ben Jewell called the meeting to order at 5:31 pm.
2. **Pledge of Allegiance**
3. **Roll Call / Attendance**  
Board Members Present: Ben Jewell, Tom Lowande, Martha Watson, Susan Brooks, Kim Langworthy, Karen Smith, and Sue Smith.  
Board Members Absent/Excused:  
Others Present: Staff members John Rucker, Kimberly Feltner, Jessica Tefft, Keeley Briggs, Ashley McCall, Lisa Wood, and 4 anonymous viewers on YouTube.
4. **Public Comments.** None.
5. **Consent Agenda (Items A-H)**  
Motion by Martha Watson, supported by Tom Lowande, to approve the Consent Agenda and place the items within on file. By roll call vote, the motion carried unanimously.
  - A) BDL Regular Meeting Minutes: September 21, 2020
  - B) Bills: September 2020
  - C) Financial Statements: September 2020
  - D) Branch County Penal Fine Report: August 2020
  - E) Administrative Reports: October 16, 2020
  - F) Branch Reports: October 16, 2020
  - G) Monthly Statistical Report: September 2020
  - H) Publicity and Comments: October 16, 2020
6. **Approval of the Agenda**  
Motion by Sue Smith, supported by Karen Smith, to approve the Agenda as presented. By roll call vote, the motion carried unanimously.
7. **Finance Committee Report of 8 October 2020 Meeting**  
This was an informational item and no action was taken. The Finance Committee reviewed the proposed operating and special revenue budgets for 2021 and approved them for submission to the full Board and

the public for First Reading.

8. **Budget Hearing: First Reading of the 2021 Operating & Special Revenue Budgets**  
This was an informational item and no action was taken. Director Rucker walked the Board through the budget document, highlighting key points and answering questions. There were a couple of small changes noted and the updated document has been posted on the BDL website.
9. **Annual Donation Letter**  
The Board reviewed the draft annual donation request letter prepared by staff. Motion by Martha Watson, supported by Sue Smith, to approve the letter with minor changes. By roll call vote, the motion carried unanimously.
10. **Revision to the COVID-19 Response & Reopening Policy**  
This was an informational item and no action was taken. The Director reported on the changes he has made to this policy, under the authority previously granted him by the Board, to make it consistent with the Michigan Supreme Court's ruling invalidating Governor Whitmer's executive orders in response to the Covid-19 pandemic. Basically, he made changes to indicate that the BDL will follow any law, order or directive by any governmental body authorized to issue public health orders. The revised plan is available at <https://www.BranchDistrictLibrary.org/policies>.
11. **COVID-19 Update**  
This was an informational item and no action was taken. Director Rucker reported that we have seen an uptick in mask noncompliance, mostly in the Coldwater Branch, since the Governor's Executive Order authority has been invalidated by the Supreme Court. Foot traffic continues to be down. Staff spend 25 minutes every hour implementing the hourly cleaning routine. The Holbrook Heritage Room has reopened 5 days a week and its volunteers have returned so there are staff available to help users in the HHR.
12. **Announcements**  
The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held virtually on Monday, November 16, 2020, at 5:30 pm. Connection details will be posted to the library website.
13. **Additional Public Comments.** Public Services Director Jessica Tefft reported that she will soon go on maternity leave. She expects to return to work in January.
14. **Adjournment**  
Motion by Karen Smith, supported by Susie Brooks to adjourn the meeting. By unanimous roll call vote, the motion carried. The meeting was adjourned at approximately 6:31 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 secretary@BranchDistrictLibrary.org (517) 278-2341