



BENJAMIN JEWELL, President, City of Coldwater  
SUSAN SMITH, Vice President, Quincy Twp.  
KIMBERLY LANGWORTHY, Secretary, County-at-Large  
SUSAN BROOKS, Trustee, County-at-Large  
ROBERT HOSTETLER, Trustee, City of Coldwater  
JOSEPH LYNCH, Trustee, Union Twp.  
KAREN SMITH, Trustee, Bronson Twp.

**Board of Trustees Regular Meeting  
Bronson Branch Library, 207 N. Matteson St., Bronson MI 49028  
Monday, June 19, 2023, 5:30pm**

**MINUTES**



**1. Call to Order**

BDL President Benjamin Jewell called the meeting to order at 5:32 pm.

**2. Pledge of Allegiance**

**3. Roll Call / Attendance**

Trustees Present: Benjamin Jewell, Kimberly Langworthy, Susan Brooks, Robert Hostetler and Karen Smith

Trustees Absent: Susan Smith and Joseph Lynch (both excused)

Others Present: Lynnell Eash, Kimberly Feltner, John Rucker and Jessica Tefft; Ryan Brown (public attendee)

**4. Time for Public Comments** – Ryan Brown from Decker Agency introduced himself and presented handouts to the Board regarding his agency which specializes in insuring and working with municipalities and public entities.

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

Motion by Susan Brooks, supported by Karen Smith, to approve the Consent Agenda and place the items within it on file. Motion carried.

A. BDL Regular Board Meeting Minutes: May 15, 2023

B. Bills: May 2023

C. Financial Statements: May 2023

D. Branch County Penal Fine Report: April 2023

E. Management Reports: June 15, 2023

F. Branch Reports: June 15, 2023

G. Monthly Statistical Report: May 2023

H. Publicity and Comments: June 15, 2023

**6. Approval of the Agenda**

Motion by Karen Smith supported by Susan Brooks, to approve the Agenda as submitted. Motion carried.

**7. 2023 Tax Rate Request (L-4029 Form)**

Information from the attachment to the agenda was reviewed. Due to a difference of opinion between the Branch County Equalization office and BDL's attorney, John had requested the rate be revised on the L-0429 form but the County only made the change to 1 column. Karen suggested the county be asked



**BDL ADMINISTRATIVE OFFICES**

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again to change columns 5, 7 and 9. Ben suggested that John turn the matter over entirely to the BDL attorney. John will contact the attorney, in writing, asking her to resolve this issue with the County. Item tabled until July's regular Board meeting.

#### **8. Amending Board Bylaws and Director's Employment Agreement**

Motion by Karen Smith supported by Kimberly Langworthy, to add "The Director is authorized to make, execute, endorse and deliver in the name of and on behalf of the BDL any and all written agreements, documents, contracts and obligations" to the BDL Board Bylaws at the end of Article VI. Director. Motion carried.

Motion by Susan Brooks supported by Karen Smith, to add "The Director is authorized to make, execute, endorse and deliver in the name of and on behalf of the BDL any and all written agreements, documents, contracts and obligations" to the Director's employment agreement as a new item "C" under section 5 "Employee Responsibilities" and push the remaining items ahead a letter. Motion carried.

#### **9. Sherwood Carpeting**

Motion by Karen Smith supported by Susan Brooks to approve up to \$13,000 from the Assigned Fund Balance to replace the carpeting at the Sherwood Branch. Cost includes moving, storage, materials, installation and disposal of old carpet and pad. Ben Jewell abstained from voting due to a conflict as the Sherwood Village attorney. Motion carried.

#### **10. Application for Tuition Reimbursement**

The Board reviewed the tuition reimbursement request from employee Meghan Babbitt. Meghan meets the qualifications and has agreed to the terms. The request was supported by both Kimberly Feltner and John Rucker. Motion by Karen Smith supported by Kimberly Langworthy to approve Meghan Babbitt's request for tuition reimbursement. Motion carried.

#### **11. Health Department Request**

The Board discussed the request from the BHSCHA to be a partner with them in distributing take-home COVID-19 test kits. Pros and cons were discussed. John had requested more specific information from the Health Department in regards to responsibilities that would be placed on the library but had not received a response as of this time. This request was tabled until July's regular Board meeting.

#### **12. Alganssee Branch/Township News**

The Board reviewed the information provided in the agenda attachment as to an inquiry from Alganssee Township Board as to whether or not the BDL Board would support either/both of the options listed. No action was taken but overall the BDL would be in support of either/both options as presented.

#### **13. Strategic Planning**

Discussion occurred in regards to the Strategic Plan coming to an end this year. The Board discussed options of getting a bid, creating our own or taking a year off. The Board unanimously agreed that with 53 of 56 actions being completed or in progress, BDL should take a year off from having a Strategic Plan and we can revisit in 2025. Accolades were given to the Director and staff for all of their outstanding work in accomplishing more than was anticipated from the current plan.

#### **14. Report from this month's host branch: Bronson Branch Manager, Lynnell Eash**

Lynnell shared with the Board that they had a successful tour from Anderson Elementary with 220 students very excited to explore the library and return to sign up for their own library card. The new "quiet room", demonstrated by John, was used 18 times in the month of May. The summer reading program is progressing well and a recent "Pint sized Polka" event had 75 in attendance!

**15. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 17, 2023, at 5:30 pm in the basement/township hall of the Quincy Branch Library.

**16. Additional Public Comments** - Karen Smith added that she has had much experience working with the Decker Agency via the City of Bronson and she offered much praise regarding their services.

**17. Adjournment**

Motion by Karen Smith, supported by Kimberly Langworthy, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:33 pm.

Respectfully Submitted,



Kimberly S. Langworthy  
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 BDL Administrative Offices.