



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
Union Twp. Branch Library, 195 N. Broadway St., Union City MI 49094
Monday, September 18, 2023, 5:30pm

MINUTES

APPROVED
OCTOBER 16, 2023

1. Call to Order

BDL President Benjamin Jewell called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

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

Trustees Absent: Susan Smith (excused)

Others Present: John Rucker, Kimberly Feltner, Maria Piper, Jessica Tefft, Andrea Tennyson, and Marilyn Johnson

4. Time for Public Comments – Kimberly Feltner reminded the group of the rescheduled grand opening of the new Story Walk installation at Heritage Park on Friday, September 22 at 10:00am. All are invited to attend.

5. Consent Agenda (Items A-I)

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: August 21, 2023
- B. Bills: August 2023
- C. Financial Statements: August 2023
- D. Branch County Penal Fine Report: July 2023
- E. Management Reports: September 14, 2023
- F. Branch Reports: September 14, 2023
- G. Monthly Statistical Report: August 2023
- H. Publicity and Comments: September 14, 2023
- I. Thank you from Coldwater Community Center: September 5, 2023

6. Approval of the Agenda

John requested that item 14, Request to Close Early for Family Fright Night, Saturday, October 7, 2023 be added to the agenda. Motion by Kimberly Langworthy supported by Susan Brooks, to approve the Agenda as submitted with the addition of item 14. Motion carried.



BDL ADMINISTRATIVE OFFICES

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

Motion by Karen Smith supported by Joseph Lynch, to approve the updated correction to form L-4029. Motion carried.

8. Allen Twp. Penal Fines

A question from the Quincy Library Advisory Board has come up in regards to the distribution of received Allen Twp. Penal fines. John reviewed the background history of a contract agreement from 1973 to provide services at the Quincy Library (prior to the 1991 formation of BDL) to residents of Allen Twp. of Hillsdale County. There is nothing more recent drafted to reference the BDL as an entity. After the Plan of Service was overhauled in 2018 a change was made, removing in wording previously directing said penal fine income to the Quincy Library Advisory Board and BDL both stopped sending them money and asking for input in how it was spent. Since 2019, it has been put in the general fund for the benefit of all of the BDL and its users. After review and discussion, it was advised by Benjamin Jewell to send the matter to the Public Services Committee to draft a new agreement with Allen Twp. to better fit the current circumstances. No action required.

9. Update to Materials Selection Policy

Motion by Karen Smith supported by Susan Brooks to approve the change to policy as proposed. Motion carried.

10. Draft BDL Partners Printing Policy

Motion by Kimberly Langworthy supported by Joseph Lynch to approve the formalized policy as proposed. Motion carried.

11. Draft Public Comment Policy

Motion by Karen Smith supported by Robert Hostetler to approve the formalized policy as proposed. Motion carried.

12. Updating the BDL Meeting Agenda Format

Motion by Karen Smith supported by Susan Brooks to limit Public Comments to once per meeting at the end prior to adjournment. Motion carried.

13. Report from this month's host branch: Union Twp. Branch Manager, Maria Piper

Maria and clerk Andrea Tennyson provided a very informed update on the Union Twp. Branch happenings. This summer included many crafts, activities and games for all. A total of 151 patrons signed up for the Summer Reading Program with 64 seeing completion. Patrons enjoyed presentations on history, financial literacy and entertainment including a well-attended magic show! There were community collaborations with Community Unlimited, the Parks Department, SMBT, Library Friends group, UC Auxiliary, UC Community Schools and UC Police Department. The Library Friends group assembled 142 bags with folders, pencils, crayons, erasers and name tags for the back pack giveaway. The Roots & Shoots library was also well utilized as was the Library of Things (very cool!).

14. Request to Close Early for Family Fright Night, Saturday, October 7, 2023

Motion by Susan Brooks supported by Karen Smith to approve an early closure of BDL on 10/7/23 to make preparations for Family Fright Night. Motion carried.

15. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 16, 2023, at 5:30 pm in the meeting room of the Coldwater Branch Library.

16. Additional Public Comments - None.

17. Adjournment

Motion by Kimberly Langworthy, supported by Karen Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:07 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.