



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
Quincy Branch Library, 11 N. Main St., Quincy MI 49082
Monday, July 17, 2023, 5:30pm**

MINUTES



1. Call to Order

BDL Vice President Susan Smith called the meeting to order at 5:31 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

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

Trustees Absent: Benjamin Jewell (excused)

Others Present: Kimberly Feltner, John Rucker, Sarah Strong and Jessica Tefft

4. Time for Public Comments - None.

5. Consent Agenda (Items A-H)

Motion by Kimberly Langworthy, 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: June 19, 2023
- B. Bills: June 2023
- C. Financial Statements: June 2023
- D. Branch County Penal Fine Report: May 2023
- E. Management Reports: July 14, 2023
- F. Branch Reports: July 14, 2023
- G. Monthly Statistical Report: June 2023
- H. Publicity and Comments: July 12, 2023

6. Approval of the Agenda

John Rucker requested the addition of item 10a Printing for Partner Organizations.

Motion by Susan Brooks supported by Robert Hostetler, to approve the Agenda with the addition of item 10a. Motion carried.

7. Health Department Request

John shared the answers from the Health Department that had been asked at a previous meeting

regarding the issuance of Covid-19 test kits to the public. Motion by Karen Smith supported by Joseph

Lynch, to allow each branch to have available Covid-19 test kits for the public when requested, understanding this can be discontinued at any time. Motion carried.

8. 2023 Tax Rate Request (L-4029 Form)

No status update at this time. Item will be added to the August agenda. No action taken.

9. Finance Committee Report: Met on 7/13/23

John shared with the Board a summary of the 7/13/23 meeting including a recommendation from the Committee to rescind the Policy and Procedure for Purchasing, adopt the draft Financial Controls and Purchasing Policy and to add Kimberly Feltner to the list of authorized check signers for our accounts at Southern Michigan.

Motion by Karen Smith supported by Kim Langworthy to rescind the Policy and Procedure for Purchasing. Motion carried.

Motion by Susan Brooks supported by Joseph Lynch to adopt the draft Financial Controls and Purchasing Policy. Motion carried.

Motion by Karen Smith supported by Kim Langworthy to add Kimberly Feltner to the list of authorized signers at Southern Michigan Bank. Motion carried.

10. Report from this month's host branch: Quincy Branch Manager, Sarah Strong

Sarah shared the numbers enrolled for the Summer Reading Program which included (8) 0-3 year olds, (70) kids, (12) teens and (25) adults. Things are going well and patrons seem very excited to receive their prizes! Quincy also hosted a Mentos Explosion with 24 in attendance and Cup Stacking was also a well-attended event. Upcoming fall events will include a Harry Potter murder mystery, Are You Smarter Than a Librarian, stuffie making and bingo.

10a. Printing for Partner Organizations

John shared that the copier in the Quincy Branch is owned by the Friends group and may have a year left before replacement is needed. After a brief discussion, it was decided that John will bring his recommendation to the August meeting. No action taken.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, August 21, 2023, at 5:30 pm at the Sherwood Branch Library.

12. Additional Public Comments - None.

13. Adjournment

Motion by Joseph Lynch, supported by Susan Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:59 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.