



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, May 19, 2025, 5:30pm

MINUTES

APPROVED
JUNE 16, 2025

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

Trustees Absent: Karen Smith (excused)

Others Present: Kimberly Feltner, Maria Rathbun, John Rucker, 3 members of the Union City Friends group

4. Consent Agenda

Motion by Kimberly Langworthy, supported by Joseph Lynch, to approve the Consent Agenda and place the items within it on file. Motion carried.

- A. BDL Regular Board Meeting Minutes: April 21, 2025
- B. Bills: April 2025
- C. Financial Statements: April 2025
- D. Branch County Penal Fine Report: March 2025
- E. Management Reports: May 14, 2025
- F. Branch Reports: May 14, 2025
- G. Monthly Statistical Report: April 2025
- H. Publicity and Comments: May 13, 2025

5. Approval of the Agenda

Motion by Kimberly Langworthy, supported by Susan Brooks, to approve the Agenda as submitted. Motion carried.

6. 2025 Tax Rate Request Form (L-4029)

Motion by Susan Smith, supported by Kimberly Langworthy, to approve the 2025 Tax Rate Request for the maximum authorized rate allowed, 1.0831 mills. Motion carried.

7. Coldwater Branch Soffit Repair

Motion by Susan Brooks, supported by Kimberly Langworthy, to approve the request of \$18,960.00 to STP Paining to repair, prep, prime and paint the soffit on the south side of the Coldwater Branch library. Motion carried.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
info@BranchDistrictLibrary.org

BDL will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings of printed materials being considered at the meeting, to individuals with disabilities upon one week's notice by writing or calling the BDL Administrative Offices.

8. Policy Review: Volunteer Policy

Motion by Joseph Lynch, supported by Susan Brooks to approve the recommended changes to the Volunteer Policy as presented for the "Volunteers Defined", "How to Become a Volunteer" sections and to add the recommended 3rd bullet point to "Volunteer Hours of Work and Supervision". Motion carried.

9. Leasing Property

John shared with the Board a couple of possibilities for spaces to lease that would assist in fulfilling one of our 2018 strategic goals. The Museum Gallery and the former Advanced Auto Parts (next to PNC bank) were both discussed as possible options. The Board agreed that it is worth looking into lease possibilities and seeking out additional information. No action required/taken.

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

Maria updated the Board on the upcoming launch of the Summer Reading Program (14 already registered!). The theme is "Color Our World" and she wanted to thank the Union City Friends group for their donation to provide performers (a comic book artist and Leila Arboretum) and prizes. Union City hosted the county wide Friends of the Library meeting on Earth Day with all but Coldwater being in attendance. Friends toured the Bookmobile and shared ideas and successes. Children's author Dana Norton visited the branch for storytime with 39 in attendance.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, June 16, 2025, at 5:30 pm at the Sherwood Branch Library.

12. Public Comments – Representatives from the Union City Friends group offered their praise for Maria and the rest of the staff. Kimberly Feltner informed the Board that Maria's 7-year anniversary with BDL is this week and also offered praises. Maria is working her way towards a degree in Library Science.**13. Adjournment**

Motion by Joseph Lynch, supported by Susan Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:03 pm.

Respectfully Submitted,



Kimberly S. Langworthy
BDL Board Secretary