



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**  
**Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036**  
**Monday, October 16, 2023, 5:30pm**

**MINUTES**



**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, Susan Smith, Kimberly Langworthy, Robert Hostetler, Joseph Lynch, Karen Smith

Trustees Absent: Susan Brooks (excused)

Others Present: John Rucker, Kimberly Feltner

**4. Consent Agenda**

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

- A. BDL Regular Board Meeting Minutes: September 18, 2023
- B. Bills: September 2023
- C. Financial Statements: September 2023
- D. Branch County Penal Fine Report: August 2023
- E. Management Reports: October 12, 2023
- F. Branch Reports: October 12, 2023
- G. Monthly Statistical Report: September 2023
- H. Publicity and Comments: October 12, 2023

**5. Approval of the Agenda**

Motion by Kimberly Langworthy supported by Joseph Lynch, to approve the Agenda as submitted. Motion carried.

**6. Amending the 2023 Operating and Special Revenues Budgets**

Our accountants recommend that we make a budget amendment due to the final payment of the bookmobile not being due until after 1/1/24. Motion by Karen Smith supported by Susan Smith, to amend the Operating Revenue budget as presented. Motion carried. Motion by Karen Smith supported by Susan Smith, to amend the Special Revenues budget as presented. Motion carried.

**7. Budget Hearing: First Reading of the 2024 Operating and Special Revenues Budgets**

The 2024 Operating and Special Revenues budgets were reviewed as presented with attention given to



**BDL ADMINISTRATIVE OFFICES**

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*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.*

the restructuring of the BDL's pay scales and leveraging of our unassigned fund balance for some large one-time projects. The presented budget is balanced in terms of ongoing operational commitments. No action is required at this time.

**8. Draft Programming Policy**

The draft programming policy, modeled on our Materials Selection Policy, was presented and reviewed. Motion by Susan Smith supported by Karen Smith, to approve the Programming Policy as presented. Motion carried.

**9. Annual Donation Campaign Letter**

A draft annual donation campaign letter was presented and reviewed, noting that donations are specifically requested to be made towards the bookmobile. Motion by Karen Smith supported by Robert Hostetler, to approve the letter as presented. Motion carried.

**10. Library Board Meetings for 2024**

The resolution for the 2024 meetings of the BDL Board of Trustees was presented and reviewed. As required, a roll call vote took place with 6 ayes (Robert Hostetler, Benjamin Jewell, Kimberly Langworthy, Joseph Lynch, Karen Smith and Susan Smith) and 0 nays. Resolution was adopted and signed by secretary Kimberly Langworthy.

**11. 2024 Holidays and Closing Dates**

The 2024 BDL Holidays and Closing dates were presented and reviewed. Motion by Susan Smith supported by Robert Hostetler, to approve the Holidays and Closings as presented. Motion carried.

**12. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, November 20, 2023, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**13. Public Comments** - None.

**14. Adjournment**

Motion by Karen Smith, supported by Susan Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:31 pm.

Respectfully Submitted,



Kimberly S. Langworthy  
BDL Board Secretary