



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**  
**Sherwood Branch Library, 118 Sherman St., Sherwood MI 49089**  
**Monday, June 20, 2022, 5:30pm**

**MINUTES**



**1. Call to Order**

BDL Secretary Kimberly Langworthy called the meeting to order at 5:30 pm.

**2. Pledge of Allegiance**

**3. Roll Call / Attendance**

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

Trustees Absent: Benjamin Jewell (excused), Susan Smith (excused), Robert Hostetler (excused)

Others Present: Traci Counterman, Kimberly Feltner, John Rucker, Jessica Tefft

**4. Time for Public Comments - None.**

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

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

- A. BDL Regular Board Meeting Minutes: May 16, 2022
- B. Bills: May 2022
- C. Financial Statements: May 2022
- D. Branch County Penal Fine Report: April 2022
- E. Management Reports: June 16, 2022
- F. Branch Reports: June 16, 2022
- G. Monthly Statistical Report: May 2022
- H. Publicity and Comments: June 16, 2022

**6. Approval of the Agenda**

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

**7. Personnel Committee Report**

Motion by Karen Smith, supported by Susan Brooks, to extend the Temporary COVID-19 Paid Leave Policy until 12/31/22. Motion carried.

Motion by Kimberly Langworthy, supported by Susan Brooks, to approve the Committee's recommendation and add "PTO may not be used to extend your official date of separation from the



**BDL ADMINISTRATIVE OFFICES**

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library” at the end of Section 5.1.3 of the Employment Handbook (Separation from Employment”, p.18). Motion carried.

Motion by Susan Brooks, supported by Karen Smith, to add “Branch Managers may solicit donations from their Friends of the Library groups without involving the Director, so long as such requests conform to BDL Policy. All other requests for funding from the public from any BDL staff, whether it is from a service club, a grant opportunity, a fundraiser, direct solicitation, or other, must be approved by the Director. The BDL does not wish to wear out the good graces of the community by having multiple staff seek funds from the same group or from frequent or numerous fundraising efforts” to the existing Section 7.14, Solicitation, Distribution and Gifts, pp.32-33. Motion carried.

Motion by Karen Smith, supported by Susan Brooks, to add Section 5.1.5 “PTO Donation Policy” to the handbook as proposed. Motion carried.

#### **8. Building Committee Report**

Motion by Susan Brooks, supported by Joseph Lynch, to approve up to \$14,000 to replace the current “homemade” work station with four L-shaped HON workstations. Motion carried.

The Board was also updated on the Coldwater Branch exterior painting project and the problematic air conditioning unit which has been fixed (bill from Aker forthcoming).

#### **9. Public Services Committee Report**

Motion by Karen Smith, supported by Kimberly Langworthy, to rescind “Policy on Sale of Used Property and Equipment (1995) and replace it with the “Disposition of Surplus Property Policy”. Motion carried.

Motion by Karen Smith, supported by Joseph Lynch, to approve the draft “Disposition of Surplus Property Policy” as written. Motion carried.

Motion by Karen Smith, supported by Joseph Lynch, to approve the draft “Outreach Policy” as written. Motion carried.

Motion by Karen Smith, supported by Susan Brooks, to rescind “Policy on Solicitation and Advertising (1997)” and replace it with “Advertising Policy”. Motion carried.

Motion by Karen Smith, supported by Joseph Lynch, to approve the draft “Advertising Policy” as written. Motion carried.

Motion by Kimberly Langworthy, supported by Joseph Lynch, to add “Solicitation of library patrons is not permitted on library premises. This includes fundraising, surveys, petition drives or similar efforts” as #4 to the “Code of Conduct Policy (2017), moving the remaining items down one number. Motion carried.

Motion by Karen Smith, supported by Kim Langworthy, to adopt the draft “Wedding Policy” as written for the Coldwater Branch. Motion carried.

#### **10. Report from this month’s host branch: Sherwood Branch Manager Traci Counterman**

Traci shared upcoming activities with the Board including BYOY (yarn) crafts beginning in September, along with sand jar flamingoes in July. Story time has been re-instituted and is being well attended. There are currently 12 kids, 4 teens and 6 adults signed up for the summer reading program. The village is also adding central air conditioning to the building soon.

**11. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 18, 2022, at 5:30 pm in the basement/township hall of the Quincy Branch Library.

**12. Additional Public Comments** - None.

**13. Adjournment**

Motion by Karen Smith, supported by Susan Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:20 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.