



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, February 19, 2024, 5:30pm**

**MINUTES**

**APPROVED**  
**MARCH 18, 2024**

**1. Call to Order**

BDL President Benjamin Jewell called the meeting to order at 5:31 pm.

**2. Pledge of Allegiance**

**3. Roll Call /Attendance**

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

Trustees Absent: none.

Others Present: John Rucker, Kimberly Feltner, Emma Barned, Tim Taylor

**4. Consent Agenda**

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

- A. BDL Regular Board Meeting Minutes: January 15, 2024
- B. Bills: December 2023
- C. Bills: January 2024
- D. Financial Statements: January 2024
- E. Branch County Penal Fine Report: December 2023
- F. Management Reports: February 15, 2024
- G. Branch Reports: February 15, 2024
- H. Monthly Statistical Report: December 2023
- I. Monthly Statistical Report: January 2024
- J. Publicity and Comments: February 15, 2024
- K. Letter in Support of the Coldwater Community Center

**5. Approval of the Agenda**

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

**6. Audit Report: Tim Taylor of Taylor, Plant & Watkins P.C.**

Audit results and year end financial statements provided prior to this meeting were reviewed. No action required.

**7. Personnel Committee: Met February 12, 2024**



**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.*

Motion by Susan Smith supported by Karen Smith, to approved the proposed changes to the Employment Handbook as presented by the Personnel Committee. Motion carried.

**8. Building Committee: Met February 6, 2024**

Quotes from JFR Remodeling, Shemel's Carpet & Interiors and Willowbrook Interiors to update carpeted areas to carpet squares, put vinyl flooring for part of the teen space, the break room, storage room and 4<sup>th</sup> floor meetings room as well as a rubber stair treatment for the main staircase were reviewed and discussed.

Motion by Robert Hostetler supported by Susan Brooks, to approve the selected quote from Willowbrook Interiors, \$83,730 from the General Fund. Motion carried.

**9. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 18, 2024, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**10. Public Comments** - None.

**11. Adjournment**

Motion by Karen Smith, supported by Joseph Lynch, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:01 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly S. Langworthy".

Kimberly S. Langworthy  
BDL Board Secretary