



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
STEPHANIE CALHOUN, Trustee, Union Twp.
KAREN SMITH, Trustee, Bronson Twp.

Board of Trustees Regular Meeting
Sherwood Branch Library, 118 Sherman St., Sherwood MI 49089
Monday, August 17, 2026, 5:30pm

MINUTES

APPROVED
9/21/2026

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, Stephanie Calhoun, Robert Hostetler, Benjamin Jewell, Kimberly Langworthy, Karen Smith, Susan Smith.

Trustees Absent: none.

Others Present: Traci Counterman; Kimberly Feltner; John Rucker; Jessica Tefft; and a member of the Friends of the Library group, Marilyn Johnson.

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: June 15, 2026
- B. Bills: June 2026
- C. Bills: July 2026
- D. Financial Statements: June 2026
- E. Financial Statements: July 2026
- F. Branch County Penal Fine Report: May 2026
- G. Branch County Penal Fine Report: June 2026
- H. Management Reports: July 17, 2026
- I. Management Reports: August 14, 2026
- J. Branch Reports: July 16, 2026
- K. Branch Reports: August 13, 2026
- L. Monthly Statistical Report: June 2026
- M. Monthly Statistical Report: July 2026
- N. Publicity and Comments: July 16, 2026
- O. Publicity and Comments: August 14, 2026

5. Approval of the Agenda

Motion by Karen Smith, supported by Susan Smith, to approve the Agenda with the addition of item 6B "Fundraising Opportunity". Motion carried.



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.

6. Draft Artificial Intelligence Policy

Motion by Stephanie Calhoun, supported by Karen Smith, to approve the draft Artificial Intelligence Policy as submitted. Motion carried.

Motion by Stephanie Calhoun, supported by Kim Langworthy, to amend the Privacy Policy page 3 "Who Has Access to..." section, final paragraph, by inserting "We do not use personally identifiable patron data with any artificial intelligence tools" as the last sentence. Motion carried.

Motion by Susan Smith, supported by Karen Smith, to amend the Materials Selection Policy page 3 "Selection Guidelines" section by adding "AI generated materials may not be added to the library collection" as the second sentence in the first paragraph. Motion carried.

6b. Fundraising Opportunity

Culver's of Coldwater offered to BDL the opportunity to participate in a "Culver's Share Night" in which a percentage of sales during a specified date and time would be donated to the BDL. Those in attendance agreed that while the opportunity was appreciated, it doesn't typically generate a significant amount of funds and it could also give a negative appearance to the general public when BDL requests millage renewals.

7. Report from This Month's Host Branch: Sherwood Branch Manager, Traci Counterman

Today was Traci's first day back from knee surgery recovery. She wanted to acknowledge the amazing job that clerk Casey did in her absence. The branch had a nice attendance for their Bigfoot program as well as for a reptile presentation with Quesadilla the armadillo. Squirt gun painting and tie dye programs were also well attended. The summer reading program had 26 adults sign up with 7 finishers. The teens had 17 sign up with 3 finishers while the kids had 21 sign up with 8 finishers and the early literacy group had 11 sign up with 8 finishers.

8. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, September 21, 2026, at 5:30 pm at the Union Twp. Branch Library.

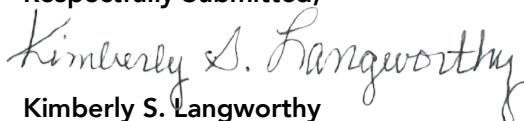
9. Public Comments

Marilyn Johnson, a member of the Union City friends group mentioned that Meghan, an aide at the Union City branch, had left for another opportunity and asked that the Board consider a policy on retention after BDL assists staff via the tuition reimbursement program. It was noted that the employee handbook does address this topic in section 6.7 but that the Personnel Committee may want review for any possible changes needed.

10. Adjournment

Motion by Susan Smith, supported by Karen Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:11 pm.

Respectfully Submitted,



Kimberly S. Langworthy
BDL Board Secretary