



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 16, 2025, 5:30pm**

**MINUTES**

**DRAFT**

**1. Call to Order**

BDL Vice President Susan Smith called the meeting to order at 5:30 pm.

**2. Pledge of Allegiance**

**3. Roll Call /Attendance**

Trustees Present: Robert Hostetler, Kimberly Langworthy, Karen Smith, Susan Smith

Trustees Absent: Susan Brooks (excused), Benjamin Jewell (excused), Joseph Lynch (excused)

Others Present: Traci Counterman, Kimberly Feltner, Jessica Tefft

**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: May 19, 2025
- B. Bills: May 2025
- C. Financial Statements: May 2025
- D. Branch County Penal Fine Report: April 2025
- E. Branch County Penal Fine Report: May 2025
- F. Management Reports: June 12, 2025
- G. Branch Reports: June 12, 2025
- H. Monthly Statistical Report: May 2025
- I. Publicity and Comments: June 12, 2025

**5. Approval of the Agenda**

Motion by Karen Smith, supported by Kimberly Langworthy, to approve the Agenda as submitted. Motion carried.

**6. Contribution for the Algansee Library Renovation**

Motion by Kimberly Langworthy, supported by Robert Hostetler, to make the \$60,000.00 payment to Algansee Township, which the Board committed to in July 2024 and included in the approved budget for 2025, from the Assigned Fund Balance for Special Projects towards the Algansee library renovation. Motion carried.

**7. Draft Sherwood Contract**

Motion by Karen Smith, supported by Kimberly Langworthy, to approve the draft contract presented which



**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.*

includes the removal of "...naming the Library as an additional or named insured" that was in the previous version of Section III Item J presented. Motion carried.

**8. Employment Handbook Update**

Motion by Karen Smith, supported by Kimberly Langworthy, to modify the current language in the Employment Handbook governing how we pay for holidays to "Employees will be paid their usual rate of pay for the number of hours they were scheduled to work on the day had it not been an observed holiday. Employees required to work a special event on a holiday will be paid their usual rate of pay for the number of hours they worked on the special event. In addition, these employees will have their PTO bank increased by the number of hours they are usually scheduled to work the day on which the holiday occurred. If not typically scheduled for that day, these employees will have their PTO bank increased by the number of hours they worked on the holiday". Motion carried.

**9. Materials Selection Policy**

Motion by Kimberly Langworthy, supported by Karen Smith, to modify the existing Materials Selection Policy to include the following strategies: 1) limit requests to those residing inside the service area 2) require a BDL card to place a request 3) limit requests that any individual can place to 1 item within a 6 month period 4) if an item is judged to be allowed to remain in the collection, that item cannot be challenged again for a period of 3 years 5) due to staff efforts involved in processing and responding, limit the number of requests to be considered simultaneously to 2 during a 6 month period. Motion carried.

**10. Report from this month's host: Traci Counterman, Sherwood Branch Manager**

Traci shared with those present some of the recent activities held at the Sherwood Branch including a bug hotel craft, egg carton turtles, teen spa and an essential oils workshop. An impressive attendance of 22 was had for squirt gun painting. Upcoming is a movie (Mufasa) and popcorn.

**11. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, July 21, 2025, at 5:30 pm in the basement/township hall of the Quincy Branch Library.

**12. Public Comments** - None.

**13. Adjournment**

Motion by Karen Smith, supported by Kimberly Langworthy, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:07 pm.

Respectfully Submitted,



Kimberly S. Langworthy  
BDL Board Secretary