



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  
Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036  
Monday, February 23, 2026, 5:30pm**

**MINUTES**



**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

Trustees Absent: Susan Smith, excused

Others Present: Kimberly Feltner, John Rucker, Jessica Tefft, 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: February 3, 2026
- B. Personnel Committee Minutes: February 4, 2026
- C. Bills: January 2026
- D. Financial Statements: January 2026
- E. Branch County Penal Fine Report: December 2025
- F. Branch County Penal Fine Report: January 2026
- G. Management Reports: February 19, 2026
- H. Branch Reports: February 19, 2026
- I. Monthly Statistical Report: December 2025
- J. Monthly Statistical Report: January 2026
- K. Publicity and Comments: February 19, 2026

**5. Approval of the Agenda**

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

**6. 2025 Audit Report**

Tim Taylor reviewed the highlights from the 2025 audit report. No action needed.

**7. Public Services Committee: Met February 4, 2026**

Motion by Karen Smith, supported by Kimberly Langworthy, to rescind the redundant Cell Phone policy. Motion carried.

Motion by Stephanie Calhoun, supported by Karen Smith, to lower the amount of bills that results in suspension of borrowing privileges from \$20 to \$10. Motion carried.

Motion by Susan Brooks, supported by Karen Smith to revise the Public Meeting Space Policy to read as stated in the forementioned Personnel Committee Minutes from the consent agenda. Motion carried.

Motion by Stephanie Calhoun, supported by Susan Brooks to modify the Computer and Internet Acceptable Use Policy to read as stated in the forementioned Personnel Committee Minutes from the consent agenda. Motion carried.

**8. Starting the Director's Evaluation**

Copies of John's Employee Self-Evaluation were distributed to those present. Please complete the Supervisor portion and return to Ben no later than our next scheduled meeting on March 16, 2026.

**9. Annual Donation Campaign**

Last year's annual campaign was moved from the end of the year to the spring resulting in nearly a 100% increase in the amount received from small donations. This year's letter was shared suggesting people donate in support of the summer reading program. No action needed.

**10. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 16, 2026, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**11. Public Comments - None.**

**12. Adjournment**

Motion by Karen Smith, supported by Kimberly Langworthy, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:58 pm.

Respectfully Submitted,



Kimberly S. Langworthy  
BDL Board Secretary