



BENJAMIN JEWELL, President, City of Coldwater  
SUSAN SMITH, Vice President, Quincy Twp.  
KIMBERLY LANGWORTHY, Secretary, County-at-Large  
SUSAN BROOKS, Trustee, County-at-Large  
KAREN SMITH, Trustee, Bronson Twp.  
MARTHA WATSON, Trustee, City of Coldwater  
[VACANT], Trustee, Union Twp.

**Board of Trustees Regular Meeting  
Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036  
Monday, February 21, 2022, 5:30pm**

**MINUTES**



**1. Call to Order**

BDL President Benjamin Jewell called the meeting to order at 5:37 pm.

**2. Pledge of Allegiance**

**3. Roll Call / Attendance**

Trustees Present: Benjamin Jewell, Susan Smith, Kimberly Langworthy, Susan Brooks, Karen Smith

Trustees Absent: none.

Others Present: John Rucker, Kimberly Feltner, Tim Taylor

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

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

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

- A. BDL Regular Board Meeting Minutes: January 17, 2022
- B. Bills: December 2021
- C. Bills: January 2022
- D. Financial Statements: January 2022
- E. Branch County Penal Fine Report: December 2021
- F. Management Reports: February 17, 2022
- G. Branch Reports: February 17, 2022
- H. Monthly Statistical Report: December 1, 2021
- I. Monthly Statistical Report: January, 2022
- J. Publicity and Comments: February 17, 2022

**6. Approval of the Agenda**

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

**7. 2021 Audit Report**

The 2021 Audit Report was reviewed by the Board with Tim Taylor from Taylor, Plant & Watkins, P.C. No action needed.

**8. Martha Watson's Resignation**

The resignation of Martha Watson as a Trustee, City of Coldwater was made official by her letter to the city. Motion by Benjamin Jewell, supported by Susan Brooks, to accept the resignation reluctantly. Motion carried. The Board shared their appreciation for Martha's many years of service and discussed a way to thank her for such. Kimberly Feltner suggested purchasing a book series in Martha's name for the library.

John Rucker stated that a replacement for the City of Coldwater Trustee position was provided to Tom Kramer.

**9. Personnel Committee Report: Met February 21, 2022**

No action items. There was discussion regarding the Director's evaluation format. The Board felt that the most recent format was no longer needed and agreed that John could present an oral summary of his annual report vs. a self-evaluation. John will provide the Board with an informal memorandum of last year's expectations and his progress/completion. Board members will review the memorandum and provide feedback to Benjamin Jewell.

**10. Purchasing Request**

Motion by Karen Smith, supported by Benjamin Jewell, to approve the request of \$46,120 for IT purchasing. Motion carries.

**11. COVID-19 Update**

This was an informational item with no action needed.

**12. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 21, 2022, at 5:30 pm in the meeting room of the Coldwater Branch Library.

**13. Additional Public Comments - None.****14. Adjournment**

Motion by Karen Smith, supported by Susan Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:12 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.