



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, January 20, 2025, 5:30pm**

**AGENDA**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call /Attendance**

**4. Election of Officers**

If there are changes to officers, two motions are required: one to remove prior officers from bank access and signature cards, and one to add the newly named officers to bank access and signature cards.

**5. Committee Assignments**

· Committees are described on page two of the bylaws.

2024 Committee assignments were:

· Building: Benjamin Jewell, Kimberly Langworthy, Joseph Lynch, Carole Bolton (Coldwater Branch Advisory Board)

· Finance: Susan Brooks, Kimberly Langworthy, Karen Smith

· Personnel: Robert Hostetler, Benjamin Jewell, Susan Smith

· Public Services: Susan Brooks, Robert Hostetler, Susan Smith

**6. Consent Agenda**

Items listed in the Consent Agenda are considered to be routine matters or items not needing further discussion. Board members should indicate now if they would like any items moved from the Consent Agenda for discussion. Approval of these items will be enacted in one motion.

- A. BDL Regular Board Meeting Minutes: November 18, 2024
- B. Bills: November 2024
- C. Bills: December 2024: *Not available until after the audit*
- D. Financial Statements: November 2024
- E. Financial Statements: December 2024: *Not available until after the audit*
- F. Branch County Penal Fine Report: November 2024
- G. Branch County Penal Fine Report: December 2024
- H. Management Reports: December 12, 2024
- I. Management Reports: January 17, 2025
- J. Branch Reports: December 12, 2024
- K. Branch Reports: January 17, 2025
- L. Monthly Statistical Report: November 2024
- M. Monthly Statistical Report: December 2024: *Not available until after the audit*
- N. Publicity and Comments: December 12, 2024



**BDL ADMINISTRATIVE OFFICES**

10 E. Chicago St., Coldwater MI 49036  
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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.*

O. Publicity and Comments: January 17, 2025

**7. Approval of the Agenda**

**8. Purchasing Requests**

**9. Employment Handbook Change Request**

**10. Building Opportunity**

**11. Board Portal Web Site Changes Demonstration**

**12. Announcements**

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 24, 2025, at 5:30 pm in the meeting room of the Coldwater Branch Library. *Note: this meeting is on the 4th Monday of the month, due to the Federal Holiday.*

**13. Public Comments**

Those wishing to speak should indicate their desire to do so now. There will be a time limit of three minutes per speaker. See the Public Comment Policy at [www.BranchDistrictLibrary.org/policies](http://www.BranchDistrictLibrary.org/policies) for the complete rules of the public comment period.

**14. Adjournment**