



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
Alganssee Branch Library, 580-B S. Ray-Quincy Rd., Quincy MI 49082
Monday, September 16, 2024, 5:30pm

MINUTES

APPROVED
OCTOBER 21, 2024

1. Call to Order

BDL President Benjamin Jewell called the meeting to order at 5:30 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Susan Brooks, Robert Hostetler, Benjamin Jewell, Kim Langworthy, Karen Smith

Trustees Absent: Joseph Lynch, Susan Smith (excused)

Others Present: Kimberly Feltner, John Rucker, Teresa Shilling, Jessica Tefft

4. Consent Agenda

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

- A. BDL Regular Board Meeting Minutes: August 19, 2024
- B. Bills: August 2024
- C. Financial Statements: August 2024
- D. Branch County Penal Fine Report: July 2024
- E. Branch County Penal Fine Report: August 2024
- F. Management Reports: September 12, 2024
- G. Branch Reports: September 12, 2024
- H. Monthly Statistical Report: August 2024
- I. Publicity and Comments: September 12, 2024

5. Approval of the Agenda

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

6. Coldwater Branch Janitorial Services

Janitorial service quotes from CPS Supply, Inc. and Diamond Complete Janitorial were provided and reviewed. Staff indicated issues with the current provider, CPS Supply, Inc., of neglecting items that have been requested and a lack of time spent. Members of the Board were in agreement that with either provider having a month to month contract, staff can monitor compliance and if provider fails to complete requests for corrections we can discontinue their service. Motion by Benjamin Jewell, supported by Susan Brooks, to approve the \$2,727.00 quote from Diamond Complete Janitorial. Motion carried.



BDL ADMINISTRATIVE OFFICES

10 E. Chicago St., Coldwater MI 49036
Tel.: 517-278-2341 • Fax: 517-278-2342
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.

7. Coldwater Branch Restroom Project

Two of the contractors have requested an extension so no action was taken.

8. Bookmobile

There is no firm date for delivery at this time but anticipating next month. John shared the artwork for the outside of the bookmobile and staff is hoping to have it ready to be driven in the Coldwater Holiday Parade. A soft rollout will happen in the spring.

9. Request to Close Early on 10/25/24 for Family Fright Night Preparation

Staff is requesting to close the Teen Space at 12:00pm and the rest of the library at 3:00pm on Friday 10/25/24 to prepare for Family Fright Night. Motion by Karen Smith, supported by Robert Hostetler, to approve the requested early closure. Motion carried.

10. Report from this month's host branch: Algansee Branch Manager, Teresa Shilling

Teresa shared things are going well at the Algansee Branch. Adult crafts are taking place the 1st Monday, Tuesdays are storytime at Paul's with crafts with Linda occurring in the afternoon. Thursdays is Little Explorers and Fridays are Builder's Club and Games. Work on the new township hall is progressing.

11. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, October 21, 2024, at 5:30 pm in the meeting room of the Coldwater Branch Library.

12. Public Comments - John asked that the Board think about having a motion to request that Algansee Twp. name the new Algansee Branch location in honor of Gwen Dove and her history with the library. Kimberly also mentioned the popularity of using your library card for local business discounts in the month of September.

13. Adjournment

Motion by Kimberly Langworthy, supported by Karen Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 5:57pm.

Respectfully Submitted,



Kimberly S. Langworthy
BDL Board Secretary