



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, October 21, 2024, 5:30pm

MINUTES

APPROVED
NOVEMBER 18, 2024

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: Benjamin Jewell, Susan Smith, Kimberly Langworthy, Robert Hostetler, Joseph Lynch, Karen Smith

Trustees Absent: Susan Brooks (excused)

Others Present: Kimberly Feltner, Christina Holibaugh, Ashley McCall, John Rucker, 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: September 16, 2024
- B. Bills: September 2024
- C. Financial Statements: September 2024
- D. Branch County Penal Fine Report: September 2024
- E. Management Reports: October 17, 2024
- F. Branch Reports: October 17, 2024
- G. Monthly Statistical Report: September 2024
- H. Publicity and Comments: October 17, 2024

5. Approval of the Agenda

Motion by Karen Smith, supported by Susan Smith, to approve the Agenda after moving item #13 (Report from this month's host branch) to #7 and renumbering all others accordingly. Motion carried.

6. Budget Hearing: First Reading of the 2025 Operating and Special Revenues Budgets

Board members present reviewed the items of note and budget document without questions being presented. No action can be taken on this agenda item until our next meeting.

7. Report from this month's host branch: Coldwater Branch Manager, Christina Holibaugh

Christina shared that Halloween decorating has begun with an informal book genre preference (horror or romance) vote; thus far, horror is leading. The branch continues to see good attendance at all programs with Homeschool Hangout being extremely popular with close to 30 attendees every other week. Teen



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.

programs are just beginning with a full registration for Zombie Barbies and other programs such as S'mores and spooky movie, Teen Trivia, Teen Art Wall and the Teentober reading challenge. All age programming included Crafternoon and Cryptid terrariums. Adult programs this month are Halloween movie matinees and Pine Cone wall painting. Coldwater Friends of the Library donated a generous amount of money to cover prizes and programs for summer reading as well as a donation to purchase books for One Book, One County. BDL has also been voted to be Grand Marshal in the Halloween Parade! Don't forget this Friday from 5pm to 7pm is BDL's Family Fright Night.

8. Earned Sick Time Act

Legislation for this act goes into effect 2/21/25. Motion by Susan Smith, supported by Joseph Lynch, to make the changes as presented by the Personnel Committee to the Employment Handbook. Motion carried.

9. Coldwater Restroom Project

Motion by Karen Smith, supported by Susan Smith, to accept the Building Committee's recommendation and approve the bid of \$59,900 from Foulke Construction (Hillsdale) for the Coldwater Restroom Project. Motion carried.

10. Bookdrops for Coldwater and Bronson Branches

Motion by Karen Smith, supported by Susan Smith to approve the bid from Library Design Associates, including delivery and installation of both bookdrops, in the amount of \$12,999.00. Motion carried.

11. Sherwood Branch Library Services Agreement

Information was presented regarding the Sherwood Branch Library Services Agreement. President Benjamin Jewell abstained from any and all discussion in this matter due to a conflict of interest. Vice President Susan Smith requested a motion in lieu of Ben's abstaining. Motion by Karen Smith, supported by Joseph Lynch, to refer this item to the Public Services Committee. Motion carried.

12. Holidays/Closed Dates for 2025

Motion by Joseph Lynch, supported by Karen Smith, to approve the presented Observed Holidays and Holiday Pay with language added to specify if a holiday falls on a Sunday it shall be observed the next Monday. Motion carried.

Motion by Karen Smith, supported by Joseph Lynch, to approve the presented Other Closed Dates for staff in-service. Motion carried.

13. Library Board Meeting Dates for 2025

Motion by Kimberly Langworthy, supported by Susan Smith, to approve the presented Library Board Meeting Dates for 2025. A roll call vote was taken with 6 ayes (Jewell, Smith, Langworthy, Hostetler, Lynch, other Smith) and 0 nays. Motion carried.

14. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, November 18, 2024, at 5:30 pm in the meeting room of the Coldwater Branch Library.

15. Public Comments - None.

16. Adjournment

Motion by Karen Smith, supported by Joseph Lynch, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:06pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kimberly S. Langworthy". The signature is written in a cursive style with a large, looping initial 'K'.

Kimberly S. Langworthy
BDL Board Secretary