



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

MINUTES

APPROVED
2/24/2025

1. Call to Order

BDL Director John Rucker called the meeting to order at 5:32 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Benjamin Jewell, Susan Smith, Susan Brooks, Robert Hostetler, Joseph Lynch, Karen Smith

Trustees Absent: Kimberly Langworthy (excused)

Others Present: Kimberly Feltner, John Rucker, Jessica Tefft

4. Election of Officers

Motion by Karen Smith, supported by Susan Brooks, to keep the same slate of officers as in 2024. Motion carried. President is Benjamin Jewell, Vice President is Susan Smith, Secretary is Kimberly Langworthy.

5. Committee Assignments

No change from 2024.

· 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

Motion by Joseph Lynch, 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: 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



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.

- I. Management Reports: January 17, 2025
- J. Branch Reports: December 12, 2024
- K. Branch Reports: January 16, 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

7. Approval of the Agenda

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

8. Purchasing Requests

- A. Motion by Susan Smith, supported by Susan Brooks, to authorize spending \$48,000 from the general fund to purchase budgeted items in the Technology Plan for 2025. Motion carried.
- B. Motion by Karen Smith, supported by Susan Smith, to authorize spending up to \$5,000 from the general fund for the purchase of baggage sizers to be installed at the four largest branches to fairly enforce limits on how much baggage can be brought into the building. Motion carried.
- C. Motion by Karen Smith, supported by Joseph Lynch, to authorize spending \$5,106 for 4 new library tables for the Coldwater Branch. Motion carried.

9. Employment Handbook Change Request

Motion by Karen Smith, supported by Susan Smith, to insert the following as the new second sentence in Chapter 9, Section 5, of the Employment Handbook: "Alcohol provided by the library as part of a free program and used in controlled setting following all applicable laws is permitted". Motion carried.

10. Recent Events at the Coldwater Branch /Patron Comment

John Rucker addressed the patron complaint in this month's packet about the Coldwater Branch, providing context and an account of steps already under way or being taken to try to improve the situation. The Board expressed confidence in the abilities of the BDL staff to deal treat all library guests fairly, and noted the many positive patron comments also received in recent months. The Board recommended that library staff investigate the possibilities of a partnership with Pines Behavioral Health to possibly have on-site support at the library. No action taken.

11. Building Opportunity

John Rucker made the board aware of a downtown Coldwater building recently informally coming onto the market, the acquisition of which could be a viable way for the Board to accomplish some of the last unfinished goals in the 2018 Strategic Plan: having more programming, meeting, and study spaces for our library users. If District support staff were to move out of the Coldwater Branch, then the resulting spaces currently occupied by staff could be repurposed for the public. The Board expressed some interest in this idea, but felt the asking price for the property in question was too high with respect to other downtown Coldwater properties. The Board instructed Director Rucker to have further conversations with the property owner about a lower price. No action taken.

12. Board Portal Web Site Changes Demonstration

John Rucker demonstrated recent changes to the Board Portal web site and provided instructions to the Board on how to access. No action taken.

13. 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.*

14. Public Comments - None.

15. Adjournment

Motion by Robert Hostetler, supported by Karen Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:46pm.

Respectfully Submitted,

Handwritten signature of Kimberly S. Langworthy in cursive script.

Kimberly S. Langworthy
BDL Board Secretary