



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, February 24, 2025, 5:30pm

MINUTES



1. Call to Order

BDL Vice President Susan Smith called the meeting to order at 5:30 pm with President Benjamin Jewell presiding over the remainder of the meeting.

2. Pledge of Allegiance

3. Roll Call /Attendance

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

Trustees Absent: Karen Smith (excused)

Others Present: Kimberly Feltner, John Rucker, Jessica Tefft and Tim Taylor

4. Consent Agenda

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

- A. BDL Regular Board Meeting Minutes: January 20, 2025
- B. Bills: January 2025
- C. Financial Statements: January 2025
- D. Branch County Penal Fine Report: January 2025
- E. Management Reports: February 21, 2025
- F. Branch Reports: February 20, 2025
- G. Monthly Statistical Report: December 2024
- H. Monthly Statistical Report: January 2025
- I. Publicity and Comments: February 20, 2025

5. Approval of the Agenda

Director John Rucker requested the addition of agenda item 9, Disability Coverage to tonight's agenda. Motion by Susan Brooks, supported by Susan Smith, to approve the Agenda as submitted with the addition of item 9 as requested. Motion carried.

6. 2024 Audit Report

An overview of the 2024 audit report was presented by Tim Taylor. There were no questions or concerns from the Board. No action was needed.



BDL ADMINISTRATIVE OFFICES

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

The Board reviewed information provided by Director Rucker in regards to changing providers from the current Nationwide to MERS (Municipal Employees' Retirement System of Michigan) after recommendation from the Finance Committee.

Motion by Susan Smith, supported by Kimberly Langworthy, to adopt a resolution establishing authorized signatories as John Rucker and Kimberly Feltner. A roll call vote resulted in 6 yays (Susan Brooks, Robert Hostetler, Benjamin Jewell, Kimberly Langworthy, Joseph Lynch, and Susan Smith) and 0 nays. Motion carried.

A second motion by Joseph Lynch, supported by Susan Brooks, to have an authorized signatory sign and date the bottom of the program resolution under Be It Finally Resolved. A roll call vote resulted in 6 yays (Susan Brooks, Robert Hostetler, Benjamin Jewell, Kimberly Langworthy, Joseph Lynch, and Susan Smith) and 0 nays. Motion carried.

8. Code of Conduct Policy

The Board reviewed the Public Services Committee recommendation to update the Code of Conduct Policy. Motion by Joseph Lynch, supported by Susan Smith, to update the policy as presented with the addition of "within 30 days of the issuance of suspension of library privileges" in section 11 after "Library users who have been denied privileges due to violating this Code of Conduct Policy may appeal that decision in writing". Motion carried.

9. Disability Coverage

Director Rucker requested consideration to change BDL's preferred provider for disability coverage from the previously selected AFLAC to Colonial Life as the rates are better. Motion by Joseph Lynch, supported by Susan Smith, to discontinue coverage under AFLAC and elect Colonial Life as BDL's preferred provider. Motion carried.

10. Purchasing Request

Motion by Susan Smith, supported by Susan Brooks to approve \$13,500.00 for an expandable locking security gate at the side entrance of the Coldwater branch, remove and replace the concrete walk along the drive from the side door to the city walk at the Coldwater branch and for a new custom railing blocking off the front steps at the Coldwater branch. Motion carried.

11. Changes to the Earned Sick Time Act

The Board reviewed amendments to the Earned Sick Time Act provided by Foster Swift.

Motion by Kimberly Langworthy, supported by Robert Hostetler to add "retention of accrued" to section 5.2.3 of the Employment Handbook. Motion carried.

Motion by Kimberly Langworthy, supported by Susan Smith to add "up to a maximum of 72 hours" to section 5.2.2 of the Employment Handbook. Motion carried.

12. Building Opportunity Update

Regarding the potential purchase option of the property discussed at the last meeting, John shared that the offer has been rescinded. No action needed.

13. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, March 17, 2025, at 5:30 pm in the meeting room of the Coldwater Branch Library.

14. Public Comments - None.

15. Adjournment

Motion by Joseph Lynch, supported by Susan Smith, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:32 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kimberly S. Langworthy".

Kimberly S. Langworthy
BDL Board Secretary