



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
STEPHANIE CALHOUN, Trustee, Union Twp.
KAREN SMITH, Trustee, Bronson Twp.

Board of Trustees Special Meeting
Coldwater Branch Library, 10 E. Chicago St., Coldwater MI 49036
Tuesday, February 3, 2026, 5:30pm

MINUTES

DRAFT

1. Call to Order

BDL Director John Rucker called the meeting to order at 5:31 pm.

2. Pledge of Allegiance

3. Roll Call / Attendance

Trustees Present: Susan Brooks, Stephanie Calhoun, Robert Hostetler, Benjamin Jewell, Kimberly Langworthy, Karen Smith, Susan Smith

Trustees Absent: none.

Others Present: Kimberly Feltner, Ben Lyon, John Rucker, Jessica Tefft

4. Swearing In of Trustees Starting New Terms

BDL Notary Public Ben Lyon swore in new trustee Stephanie Calhoun along with Benjamin Jewell, Karen Smith, and Susan Smith who were beginning new terms.

5. Election of Officers

Motion by Karen Smith, supported by Susan Brooks to re-elect all officers to their previous positions. Motion carried.

6. Committee Assignments

Committee assignments will remain the same with the exception of Stephanie Calhoun replacing Joseph Lynch on the Building Committee.

7. Consent Agenda

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

- A. BDL Regular Board Meeting Minutes: December 15, 2025
- B. Bills: *Not available until after the audit*
- C. Financial Statements: *Not available until after the audit*
- D. Branch County Penal Fine Report: November 2025
- E. Management Reports: January 16, 2026
- F. Branch Reports: January 15, 2026
- G. Monthly Statistical Report: *Not available until after the audit*
- H. Publicity and Comments: January 15, 2026



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.

8. Approval of the Agenda

Motion by Kimberly Langworthy, supported by Susan Brooks, to approve the Agenda as submitted. Motion carried.

9. Purchasing Requests

Motion by Karen Smith, supported by Susan Smith, to approve the requested \$34,933.60 from the General Fund for tech plan purchases. Motion carried.

Motion by Karen Smith, supported by Stephanie Calhoun, to approve the \$8,100 from the Assigned Fund Balance for Special Projects for a one-time setup, and \$5,000 from the General Fund for year 1 operations and support of Aspen Discovery Layer. Motion carried.

10. In-Service Days for 2026

Motion by Susan Brooks, supported by Susan Smith, to approve BDL being closed on 4/13/26 and 10/12/26 for in-service days. Motion carried.

11. Algansee Branch Update

Weather delayed moving day by a day but Mulder's complete their work in under 6 hours resulting in much less cost than the worst-case estimate previously approved. BDL staff and Friends of the Library spent 2 days handling anything else needing done before re-opening to the public and on 1/5/26 the Algansee Branch was open for business with the first guest being retired former BDL employee Renee Hardy. Gratitude was expressed for both our Township partners and the Woods' family. An open house will be held during National Library Week in April (4/25/26). Thanks to Mulder's Moving and Storage, Rampit USA, Sieverts Tree Service, the Wood family, Algansee Township and Teresa Shilling.

12. Sherwood Break-In

John updated the Board on the recent break-in at the Sherwood branch. This is the 2nd break-in in the last few months. John has been busy installing locks on computers and monitors at the branch as well as setting up automated alerts on the cameras at all branches.

13. Announcements

The next regularly scheduled meeting of the Branch District Library Board of Trustees will be held Monday, February 23, 2026, 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 Karen Smith, supported by Susan Brooks, to adjourn the meeting. Motion carried. The meeting was adjourned at 6:14 pm.

Respectfully Submitted,



Kimberly S. Langworthy
BDL Board Secretary