



STEPHANIE CALHOUN, Trustee, Union Twp.
SUSAN BROOKS, Trustee, County-at-Large
ROBERT HOSTETLER, Trustee, City of Coldwater
BENJAMIN JEWELL, Trustee, City of Coldwater
KIMBERLY LANGWORTHY, Trustee, County-at-Large
SUSAN SMITH, Trustee, Quincy 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

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Roll Call / Attendance

4. Swearing In of Trustees Starting New Terms

5. Election of Officers

If there are changes to officers, two motions are required: one to remove prior officers from bank access and signature cards, and one to add the newly named officers to bank access and signature cards.

6. Committee Assignments

- [Committees are described on page two of the bylaws.](#)
- 2025 Committee assignments were:
- 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

7. Consent Agenda

Items listed in the Consent Agenda are considered to be routine matters or items not needing further discussion. Board members should indicate now if they would like any items moved from the Consent Agenda for discussion. Approval of these items will be enacted in one motion.

- A. BDL Regular Board Meeting Minutes: December 15, 2025
- B. Bills: December 2025: *not available until after the audit*
- C. Financial Statements: December 2025: *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: December 2025: *not available until after the audit*
- H. Publicity and Comments: January 15, 2026

8. Approval of the Agenda



BDL ADMINISTRATIVE OFFICES

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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.

9. Purchasing Requests

10. In-Service Days for 2026

11. Algansee Branch Update

12. Sherwood Break-In

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.

14. Public Comments

Those wishing to speak should indicate their desire to do so now. There will be a time limit of three minutes per speaker. See the Public Comment Policy at www.BranchDistrictLibrary.org/policies for the complete rules of the public comment period.

15. Adjournment