



Board of Trustees

Kenneth A. Bearden
Carolyn A. Harris
Maria L. Lanstra
Paula E. Neuman
Janice C. Wilson

Library Director

Laura Gramlich

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, June 12, 2023 @ 3:00 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
Maria Lanstra
Paula Neuman

Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger

- I. **The regular meeting was called to order at 3:00 pm by President Lanstra.**
There were no members of the public present to comment on the budget.
- II. **MINUTES Motion to approve the minutes from the May 8, 2023 regular board meeting moved by Paula Neuman, seconded by Kenneth Bearden.**
Without exception, roll attached
- III. **HEARING OF THE PUBLIC No comments were made.**
- IV. **REPORTS**
Paula Neuman made a motion to accept the Director's & Staff Reports, Kenneth Bearden seconded. Without exception, roll attached
- V. **UNFINISHED BUSINESS**
 - A. **Front Porch Repair & Staff Entrance** Laura said that the back entrance stairs have both been re-painted and the downspouts are currently being installed. The plan is for this project to wrap up soon.
 - B. **Renovation of the Main Library** Laura handed out two different proposals for the Board to look over. Laura and Paula Neuman both feel that MCD Architects would be the better company to go with. The Board accepted this recommendation and asked Laura to find out from other libraries that have used them if they would recommend them and to report her findings at the July meeting.

C. Grace Powell Donation There is nothing new- John Samyn will be waiting until the fall to purchase/plant service berry bushes.

D. Replacing Board Member Kenneth Bearden passed out a Candidate Review Rubric to all members. They are to fill out the Rubric and return it to Kenneth Bearden within two weeks [by Monday, June 26]. Kenneth Bearden will then compile the results and report the top three candidates at July's meeting.

E. Budget FY 2023-24

Member Neuman, supported by Member Bearden, offered the following resolution setting forth the Bacon Memorial District Library appropriations approved for the 2023-2024 fiscal year, from July 1, 2023 - June 30, 2024.

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: None

RESOLVED, that this resolution shall be the general appropriations act for Bacon Memorial District Library for the fiscal year 2023-2024; AN ACT to make appropriations; and to provide for the expenditures of the appropriations; and to provide for the disposition of all income received by Bacon Memorial District Library.

BE IT FURTHER RESOLVED, that the total revenues and unappropriated fund balance estimated to be available for appropriation in the Bacon Memorial District Library Fund for fiscal year 2023-2024 is as follows:

| | |
|---------------------------------------|------------------------|
| REVENUE Projection | |
| Local | \$ 1,052,100.00 |
| State | \$ 25,000.00 |
| TOTAL REVENUE | \$ 1,077,100.00 |
| | |
| Projected Fund Balance, July 1, 2023 | \$ 834,250.90 |
| | |
| Fund Balance Available to Appropriate | <u>\$ 834,250.90</u> |
| | |
| Total Available to Appropriate | \$1,911,350.90 |

F. Local History Librarian Position Darrius Fielder has accepted the part time librarian position and is scheduled to start tomorrow. **Paula Neuman made a motion to approve the hiring of Darrius Fielder for the position of part time reference librarian, Kenneth Bearden seconded it.**

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: none

Motion passed

- G. Packet from Kelly and Lynne** There was discussion by the Board on the packet that Kelly and Lynne passed out at May's meeting and why the step system for librarians originally went into place. There was also discussion about changing the library's existing system for determining staff raises. The board asked Laura to find out from other libraries how they determine wages and raises and what systems they use. Laura will gather this information for July's meeting. It was suggested that a committee may need to be formed to look at this topic more in-depth.
- H. Internal Gutter System** – To be discussed after current project is completed
- I. Plaster Repair/Basement Windows** – To be discussed after current project is completed

VI. NEW BUSINESS

A. Millage Resolution

The following resolution was offered by Board Member Neuman and supported by Board Member Bearden:

RESOLVED, by the Board of Trustees of Bacon Memorial District Library of the City of Wyandotte, that there be levied on the taxable property of the City of Wyandotte for the year 2023, for all purpose, a tax of 1.5090 mills on the taxable value thereof, said value equals \$682,638,875 and the tax amounting to \$1,030,102.06. The entire amount of said tax shall be levied on August 1, 2023.

Yeas: Bearden, Harris, Lanstra, Neuman

Nays: None

B. Amend FY 2022-23 Budget

Paula Neuman made a motion to approve the amended FY 2022-23 budget, Kenneth Bearden seconded.

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: none

Motion passed

C. BMDL Personnel Policy 4.2 – Holidays

Paula Neuman made a motion to approve the revised Personnel Policy 4.2 – Holidays reflecting that all 20 hour a week part time employees will be paid for one additional floating holiday each year. Kenneth Bearden seconded.

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: none

Motion passed

VII. BOARD MEMBER CONCERNS There were no Board Member concerns.

VIII. FINANCIAL REPORTS

Paula Neuman made a motion to approve expenditures of \$76,413.07 representing payroll, checks written and bank debits from May 4 -June 7, 2023. Kenneth Bearden seconded
AYES: Bearden, Harris, Lanstra, Neuman NAYS: none
Motion passed

IX. COMMUNICATIONS

A. City of Wyandotte – 2022 Tax Reconciliation

A check has been sent to the city for the amount that the library was overpaid.

X. ADJOURNMENT

Paula Neuman made a motion to adjourn the meeting; Kenneth Bearden seconded it. Meeting adjourned at 4:10 p.m.

The next meeting will take place on Monday, July 10, 2023 at 3:30 p.m.

Joann Hedger,
For Kenneth Bearden, Secretary
June 12, 2023