

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, March 10, 2025 @ 4:00 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
Maria Lanstra
Paula Neuman
Excused: Genevieve Simpson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger

- I. **The regular meeting was called to order at 4:00 p.m. by President Bearden**

- II. **MINUTES Motion to approve the minutes from the February 10, 2025 regular board meeting moved by Carolyn Harris, seconded by Paula Neuman.
Without exception, roll attached**

- III. **HEARING OF THE PUBLIC No comments were made.**

- IV. **REPORTS Carolyn Harris made a motion to accept the Director's and staff reports, seconded by Paula Neuman.
Without exception, roll attached**

- V. **UNFINISHED BUSINESS**
 - A. **Renovation of the Main Library** MCD Architects sent Shaw Construction and Laura a copy of the schematic drawings for the project.
 - B. **Penal Fines** Laura has let Grosse Pointe's Director know that we would like to join with them and other underpaid libraries in working with their attorney towards a settlement.
 - C. **Power Outage** Schindler has fixed the elevator. We are still waiting for a final inspection, but it is usable at this point.
 - D. **Personnel Policy 4.4 – Leave Days**
Carolyn Harris made a motion to approve the proposed updates to Personnel Policy 4.4- Leave Days, Paula Neuman seconded.
AYES: Bearden, Harris, Lanstra, Neuman NAYS: none
Motion passed

VI.

NEW BUSINESS

A. FY 2025-2026 SALARIES

Carolyn Harris stated that Laura is to be included with a 2.5 % raise and made a motion to approve the proposed salaries, Paula Neuman seconded.

AYES: Bearden, Harris, Lanstra, Neuman NAYS: none

Motion passed

B. Personnel Policy 4.2 - Holidays There was discussion about making changes to this policy. Laura will create a draft of the policy to include the changes that were discussed that will be presented at April's meeting.

C. May In-Service Day

Carolyn Harris made a motion to approve closing the library on Thursday, May 15, 2025 for a Staff In-Service Day, Paula Neuman seconded.

AYES: Bearden, Harris, Lanstra, Neuman NAYS: none

Motion passed

D. Carpet Cleaning Laura proposed that carpet cleaning take place one last time before renovations begin later in the year. She would like to have it done sometime in April. Carolyn Harris made a motion to close the library on a date in April still to be determined for carpet cleaning, Paula Neuman seconded. Without exception, roll attached.

VII.

BOARD MEMBER CONCERNS

There was discussion regarding closing the library due to weather conditions.

VIII.

FINANCIAL REPORTS

A. Carolyn Harris made a motion to approve expenditures of \$87,066.61 representing pay roll, checks written and bank debits from February 6- March 5, 2025, Paula Neuman seconded.

AYES: Bearden, Harris, Lanstra, Neuman NAYS: none

Motion passed

IX.

COMMUNICATIONS None

X.

ADJOURNMENT

Carolyn Harris made a motion to adjourn the meeting, Paula Neuman seconded. Meeting adjourned at 4:45 p.m.

Next meeting to take place Monday, April 14, 2025; 4:00 p.m.

Joann Hedger,
For Paula Neuman, Secretary
March 10, 2025

DRAFT