

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, December 9, 2024 @ 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 November 11, 2024 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** There will be a special meeting on December 17, 2024 to interview Construction Managers
- VI. **NEW BUSINESS**
 - A. **Year-end Staff Recognition** Kenneth Bearden discussed how much he and the rest of the Board appreciate all the hard work and dedication from staff and wanted to give all staff members a bonus this year. **Carolyn Harris made a motion to recognize all of the library staff with a bonus of \$150.00 per staff member to be delivered before December 20, 2024.**
AYES: Bearden, Harris, Lanstra, Neuman NAYS: none
Motion passed

B. Travel Expense Policy Additional changes will be made to the policy and it will be presented again at the January meeting.

C. Home Delivery Policy

Carolyn Harris made a motion to approve the updated Home Delivery Policy, Paula Neuman seconded.

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: none

Motion passed

D. Penal Fines Tabled until the next meeting.

VII. BOARD MEMBER CONCERNS None

VIII. FINANCIAL REPORTS

A. Carolyn Harris made a motion to approve expenditures of \$76,511.50 representing pay roll, checks written and bank debits from November 7, 2024 – December 4, 2024. Paula Neuman seconded.

AYES: Bearden, Harris, Lanstra, Neuman

NAYS: none

Motion passed

IX. COMMUNICATIONS Yeo & Yeo – Management Rep. Letter

X. ADJOURNMENT

Carolyn Harris made a motion to adjourn the meeting, Paula Neuman seconded. Meeting adjourned at 4:40 p.m.

Next meeting to take place Monday, January 13, 2025; 4:00 p.m.

Joann Hedger,
For Paula Neuman, Secretary
December 9, 2024