



Board of Trustees
Kenneth A. Bearden
Carolyn A. Harris
Maria L. Lanstra
Paula E. Neuman
Genevieve L. Simpson
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, August 14, 2023 @ 3:30 p.m.**

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

- I. **The regular meeting was called to order at 3:30 pm by Vice-President Harris.**
- II. **MINUTES Motion to approve the minutes from the July 10, 2023 regular board meeting moved by Maria Lanstra, seconded by Paula Neuman.
Without exception, roll attached Excused: Bearden**
- III. **HEARING OF THE PUBLIC No comments were made.**
- IV. **REPORTS
Maria Lanstra made a motion to accept the Director's & staff reports,
Paula Neuman seconded.
Without exception, roll attached Excused: Bearden**
- V. **UNFINISHED BUSINESS**
 - A. **Renovation of the Main Library MCD** sent a projected timeline for the space utilization study and master plan to be completed.
 - B. **Grace Powell Donation** John Samyn is waiting until the fall to purchase/plant bushes. Lynne is looking into the possible purchase of outside musical instruments to be placed by one of the garden areas.
 - C. **Packet from Lynne & Kelly** The committee will meet after committee members return from vacation.
 - D. **Internal Gutter System** No update at this time.
 - E. **Basement Windows** No further information at this time.

VI. NEW BUSINESS

- A. CD COMING DUE:** The CD coming due August 28th was discussed. It was decided that Laura should roll over the \$400,000.00 CD into a 9 month or 12 month one depending on which one has a higher percentage rate.

Maria Lanstra made a motion to approve, Paula Neuman seconded.

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

Excused: Bearden Motion passed

- B. MI COMMUNITY CENTER GRANT** Laura shared with the Board the work that she and Jakki have done in gathering statistics, etc in order to apply for the grant. After discussion, the Board agreed to ask for \$400,000.00 in grant funds and will contribute \$200,000.00 from the library's fund balance for a three year plan to renovate the main part of the library.

Maria Lanstra made a motion to approve, Paula Neuman seconded.

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

Excused: Bearden Motion passed

- C. PART TIME LIBRARIAN POSITION** There was discussion about the difficulties that have come up in trying to fill the part time librarian position and how the position should be made full time. Hiring an additional librarian to focus on programming would be beneficial. This will be something to be done in the near future, after Bearden and Harris present their salaries plan. A new job description will need to be created for the position and Carolyn Harris suggested to Laura that she review the other job descriptions as well to see if any changes need to be made.

VII. BOARD MEMBER CONCERNS

None

VIII. FINANCIAL REPORTS

Maria Lanstra made a motion to approve expenditures of \$102,265.48 representing pay roll, checks written and bank debits from July 6 – August 9, 2023; Paula Neuman seconded.

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

Excused: Bearden Motion passed

IX. COMMUNICATIONS

- A. Yeo & Yeo Auditor Engagement Letter**
- B. Jan Wilson – Thank you card**

X. ADJOURNMENT

Maria Lanstra made a motion to adjourn the meeting, Paula Neuman seconded. The meeting adjourned at 4:40 p.m.

Next meeting to take place Monday, September 11, 2023 at 3:30 p.m.

Joann Hedger,
For Paula Neuman, Secretary
August 14, 2023