

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, July 8, 2024 @ 4:00 p.m.**

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

- I. **The regular meeting was called to order at 4:00 pm by President Bearden**
- II. **MINUTES Motion to approve the minutes from the June 10, 2024 regular board meeting moved by Genevieve Simpson, seconded by Carolyn Harris.  
Without exception, roll attached**
- III. **HEARING OF THE PUBLIC No comments were made.**
- IV. **REPORTS Genevieve Simpson made a motion to accept the Director's and Staff Reports, seconded by Carolyn Harris.  
Without exception, roll attached**
- V. **UNFINISHED BUSINESS**
  - A. **Renovation of the Main Library**  
Genevieve Simpson moved to approve payment of \$18,400.00 to MCD for services toward phase 1 of the renovation project. This amount will be credited towards their total fee as the project progresses. Carolyn Harris seconded.  
**AYES: Bearden, Harris, Lanstra, Neuman, Simpson NAYS: NONE**  
**Motion passed**

**VI.**

**NEW BUSINESS**

- A. Election of Officers** Genevieve Simpson made a motion to keep officers in their current positions for FY 2024-25. Carolyn Harris seconded.  
**AYES:** Bearden, Harris, Lanstra, Neuman, Simpson **NAYS:** NONE  
**Motion passed**  
Kenneth Bearden- President  
Carolyn Harris- Vice President  
Paula Neuman- Secretary  
Maria Lanstra- Treasurer
- B. Resolution on Investment Officer**  
Genevieve Simpson made a motion to appoint Treasurer Maria Lanstra as Investment Officer for Fiscal Year 2024-2025, to continue to maintain current funds in a checking account at JP Morgan Chase, to continue to invest surplus funds in excess of those needed for operations in Certificates of Deposit with the goal of earning as much interest as possible, and to authorize any two of the following to sign library checks: Laura Gramlich, Maria Lanstra, Kenneth Bearden or Carolyn Harris. Supported by Carolyn Harris.  
**AYES:** Bearden, Harris, Lanstra, Neuman, Simpson **NAYS:** NONE  
**Motion passed**
- C. Board Meeting Dates FY 2024-25**  
Genevieve Simpson moved to accept Board Meeting dates FY 2024-25; Carolyn Harris seconded.  
Without exception, roll attached
- D. Holiday Schedule FY 2024-25**  
Genevieve Simpson moved to accept Holiday Schedule FY 2024-25; Carolyn Harris seconded.  
Without exception, roll attached
- E. Goals for FY 2024-25**  
Genevieve Simpson moved to accept Goals for FY 2024-25; Carolyn Harris seconded.  
Without exception, roll attached
- F. Personnel Policy 3.5 – Retirement & Resignation**  
Genevieve Simpson moved to accept changes to Personnel Policy 3.5 – Retirement & Resignation; Carolyn Harris seconded.  
Without exception, roll attached.
- G. Personnel Policy 4.2 – Holidays** Discussion on revising the policy was tabled.

VII. **BOARD MEMBER CONCERNS** None

VIII. **FINANCIAL REPORTS**

Genevieve Simpson made a motion to approve expenditures of \$85,448.55 representing pay roll, checks written and bank debits from June 6– July 3, 2024. Carolyn Harris seconded.

AYES: Bearden, Harris, Lanstra, Neuman, Simpson      NAYS: none  
Motion passed

IX. **COMMUNICATIONS**

A. **MML – Workers’ Comp Fund Ballot**

Genevieve Simpson made a motion to vote for the three candidates on the ballot, Carolyn Harris seconded.

Without exception, roll attached

X. **ADJOURNMENT**

Genevieve Simpson made a motion to adjourn the meeting, Carolyn Harris seconded.

The meeting adjourned at 4:55 p.m.

Next meeting to take place Monday, August 12, 2024 at 4:00 p.m.

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Joann Hedger,  
For Paula Neuman, Secretary  
July 8, 2024