

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, January 8, 2024 @ 3:30 p.m.**

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

- I. **The regular meeting was called to order at 3:30 pm by President Bearden**
- II. **MINUTES Motion to approve the minutes from the December 11, 2023 regular board meeting; moved by Paula Neuman, seconded by Maria Lanstra.**
Without exception, roll attached
- III. **HEARING OF THE PUBLIC There were no members of the public in attendance.**
- IV. **REPORTS Paula Neuman made a motion to accept the Director's & Staff Reports, Maria Lanstra seconded.**
Without exception, roll attached
- V. **UNFINISHED BUSINESS**
 - A. **Renovation of the Main Library** The first meeting of the larger renovation committee will be re-scheduled for January 23rd at 6 p.m.
 - B. **Audit Report**
Paula Neuman made a motion to accept the audit report, Maria Lanstra seconded.
AYES: Bearden Harris, Lanstra, Neuman NAYS: none
Motion passed

VI. NEW BUSINESS

A. Amended Budget FY 2023-24 Laura presented an amended budget for FY 2023-24. **Paula Neuman made a motion to accept the amended budget, Maria Lanstra seconded.**

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

B. Director's Evaluation

Laura will complete her portion of her annual evaluation and email it to the Board by January 31st. The Board will then discuss her evaluation at the February meeting.

C. BMDL Personnel Policy 3.7 – Working Conditions Laura requested a change to the policy concerning the hour unpaid lunch for any employee working eight hours a day. She would like it changed to any employee working eight hours will get a half hour paid lunch. **Paula Neuman made a motion to change the policy to state that employees working eight hours a day will now receive a half hour paid lunch, Maria Lanstra seconded.**

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

VII. BOARD MEMBER CONCERNS

The basement windows should be placed under “Unfinished Business” on the next agenda. February’s meeting time will be moved back to 3:30pm from 6:30pm to allow the Board time to discuss Laura’s evaluation at the end of the meeting.

VIII. FINANCIAL REPORTS

Paula Neuman made a motion to approve expenditures of \$73,232.79 representing pay roll, checks written and bank debits from December 7, 2023-January 3, 2024. Maria Lanstra seconded.

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

IX. COMMUNICATIONS

A. Yeo & Yeo – Representation Letter

X. ADJOURNMENT

Paula Neuman made a motion to adjourn the meeting, Maria Lanstra seconded. Meeting adjourned at 4:15 p.m.

Next meeting to take place Monday, February 12, 2024; 3:30 p.m.

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

DRAFT