



Board of Trustees

Kenneth A. Bearden
Carolyn A. Harris
Maria L. Lanstra
Paula E. Neuman
Janice C. Wilson

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 8, 2022 @ 3:30 p.m.**

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

I. The regular meeting was called to order at 3:30 pm by Vice President Wilson.

II. MINUTES

Janice Wilson stated there needed to be an amendment to the July 11, 2022 minutes for the topic of June Power Surge. It should be added in that Laura was to get a quote from Douglas Electric for surge protectors for the library's geothermal equipment.

Motion to approve the minutes from the July 11, 2022 regular board meeting. Moved by Carolyn Harris, second by Kenneth Bearden. Maria Lanstra excused Without exception, roll attached

III. HEARING OF THE PUBLIC No members of the public were in attendance.

IV. REPORTS

No questions or comments

Carolyn Harris made a motion to accept the Director's & Staff Reports, Kenneth Bearden seconded. Maria Lanstra excused.

Without exception, roll attached

V. **UNFINISHED BUSINESS**

- A. **Front Porch Repair & Staff Entrance** If Integrity is not here working throughout the month, Laura should contact the architect at the end of the month to see if he can get things moving again.
- B. **Elevator Floor Replacement** Laura is waiting to receive tile samples.
- C. **Renovation of Main Library** Survey results were provided to the Board members. The Survey remains online and a paper version is available at the front desk. The survey will go through September.
- D. **June Power Surge**
Carolyn Harris made a motion to approve the \$13,000.00 quote from Douglas Electric for surge protectors for our geothermal equipment. It could end up costing more pending further information needed from Municipal Service's electrical engineer. Kenneth Bearden seconded.
AYES: Bearden, Harris, Neuman, Wilson. NAYES: none
Maria Lanstra excused.

VI. **NEW BUSINESS**

- A. **Minimum Wage and Sick Time**
- B. **Filming in the Library**
It was suggested that staff stop wearing name tags.
Carolyn Harris made a motion to have our attorneys review BMDL Policy 4.11 Filming and Photography Policy. Kenneth Bearden seconded. Maria Lanstra excused.
Without exception, roll attached.
- C. **In Service Day** Laura requested that the library be closed Monday, August 29, 2022 for an In-service day featuring a presentation by a Wyandotte Police officer on Active Shooters and other safety topics.
Carolyn Harris made a motion to close the library on Monday, August 29, 2022 for a staff In-Service day. Kenneth Bearden seconded it. Maria Lanstra excused. Without exception, roll attached.
- D. **Window Quote**
Carolyn Harris made a motion to approve the quote from Adkins & Sons in the amount of \$4,227.00 to replace a window in Jakki & Kelly's office. Kenneth Bearden seconded.
AYES: Bearden, Harris, Neuman, Wilson. NAYES: none
Maria Lanstra excused.

VII. **BOARD MEMBER CONCERNS**

Janice Wilson requested that we somehow make the public aware that they can only address the board at certain times, and not throughout the meeting. Carolyn Harris suggested we add to the agenda under "hearing of the public" something similar to what the City Council has such as: ***"At this time, any persons having matters of immediate importance which they would like to address to the Board may do so now. You will have 5 minutes."***

VIII. FINANCIAL REPORTS

Carolyn Harris made a motion to approve expenditures of \$71,170.58 representing pay roll, checks written and bank debits from July 7- August 3, 2022. Kenneth Bearden seconded

AYES: Bearden, Harris, Neuman, Wilson **NAYS:** none Maria Lanstra excused

Motion passed

IX. COMMUNICATIONS

A. Yeo & Yeo – Auditor Engagement Letter

B. City of Wyandotte – Tax Reconciliation The amount due of \$130.55 will be taken out of the first tax payment from the city for this fiscal year.

X. ADJOURNMENT

Carolyn Harris made a motion to adjourn the meeting; Kenneth Bearden seconded it. Meeting adjourned at 4:10 p.m.

The next meeting will take place on Monday, September 12, 2022 at 3:30 p.m.

Joann Hedger,
For Kenneth Bearden, Secretary
August 8, 2022