



**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, September 12, 2022 @ 3:30 p.m.**

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

- I. **The regular meeting was called to order at 3:32 pm by Vice President Wilson.**
- II. **MINUTES**  
**Motion to approve the minutes from the August 8, 2022 regular board meeting moved by Janice Wilson, seconded by Carolyn Harris.**  
**Without exception, roll attached**
- III. **HEARING OF THE PUBLIC** There were no members of the public in attendance.
- IV. **REPORTS**  
**Janice Wilson made a motion to accept the Director's & staff reports, Carolyn Harris seconded. Without exception, roll attached**
- V. **UNFINISHED BUSINESS**
  - A. **Front Porch Repair & Staff Entrances** Bill Parker attended the meeting representing Integrity. He shared that the porch is mostly finished except for a couple minor things. He stated that some of the tiles cannot be replaced because of their age and placement. There was a discussion of difference in price and length of time to acquire copper down spouts as opposed to aluminum down spouts. It was decided we go with aluminum painted musket brown. The Board made Bill aware that the roof above the porch area still needs to be done; tile inside the vestibule off the front porch still needs to be repaired; both sets of

steps at the back entrances need to be repainted and the new lights on the awnings are still not functional.

**B. Elevator Floor Replacement** Still in progress

**C. Renovation of Main Library** The renovation survey will close at the end of this month. The Board will address renovation planning starting at the January meeting. They hope renovations can start happening in the next fiscal year. The Board wants the current project to be completed before starting another large scale building project.

**D. June power surge** No date has been given yet for installing the new surge protectors.

**E. Filming in the library** Laura presented the revised BMDL Policy 4.12. Our attorney looked it over and made slight changes to formatting and wording. Laura will include 2 copies of the revised policy in each Board member's packet next month.

**Janice Wilson approved accepting the changes the attorney suggested, Carolyn Harris seconded it. Without exception, roll attached.**

**VI. NEW BUSINESS**

**A. Magazine Shelving** Laura told the Board that due to less magazines being in print, she would like to take out the middle shelving unit in the magazine area. **Janice Wilson made a motion that our unused magazine shelving can be offered up to other libraries. Carolyn Harris seconded it. Without exception, roll attached.**

**B. BMDL Policy 2.1.1. – Circulation Procedures** Laura presented a revised circulation procedures draft.

**Janice Wilson made a motion to accept the changes included in the draft, Carolyn Harris seconded it. Without exception, roll attached.**

**VII. BOARD MEMBER CONCERNS**

Janice Wilson requested that Laura look into buying a ramp for the basement at the outside door, so that items can be moved out from the basement more easily.

**VIII. FINANCIAL REPORTS**

**Janice Wilson made a motion to approve expenditures of \$142,341.82 representing pay roll, checks written and bank debits from August 4-September 7, 2022. Carolyn Harris seconded**

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

**IX. COMMUNICATIONS**

Laura passed out copies of a letter that she received addressed to the board from the Wyandotte Historical Society that came with a check for \$500.00 as a donation to the library.

**X. ADJOURNMENT**

**Janice Wilson made a motion to adjourn the meeting; Carolyn Harris seconded it. Meeting adjourned at 4:37 p.m.**

**The next meeting will take place on Monday, October 10, 2022 at 3:30 p.m.**

---

Joann Hedger,  
For Kenneth Bearden, Secretary  
September 12, 2022