



**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, October 9, 2023 @ 3:30 p.m.**

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

- I. **The regular meeting was called to order at 3:30 pm by President Bearden**
- II. **MINUTES Motion to approve the minutes from the September 11, 2023 regular board meeting moved by Maria Lanstra, seconded by Genevieve Simpson. Without exception, roll attached**
- III. **HEARING OF THE PUBLIC John Samyn presented a picture of a birch tree he would like to plant at the library. The Board is fine with him planting the tree.**
- IV. **REPORTS Maria Lanstra made a motion to accept the Director's & Staff Reports, Genevieve Simpson seconded. Without exception, roll attached**
- V. **UNFINISHED BUSINESS**
  - A. **Renovation of the Main Library** Laura shared with the Board that she, Maggie and Jakki met with MCD last week, and discussed with them current spatial issues with the building. MCD has also been here multiple times to take measurements. Paula Neuman mentioned that the renovation committee needs to start thinking about adding members of the public to the committee in the coming months.
  - B. **Internal Gutter System** Brian Mooney related to the Board different approaches to fix the internal gutter system. He explained there are different areas with horizontal gutters that may have rust and pitting causing the system not to drain properly. He suggested a preventative maintenance project. He provided a proposal, breaking down work that needs to be done.

There will need to be a lift rented to do this work. **Maria Lanstra made a motion to approve moving forward with Integrity's proposal for the Internal Gutter System. The projected work is not to exceed the amount of \$31,000. Genevieve Simpson seconded.**

- C. Employee Pay Range and Salary Proposal** Kenneth Bearden and Carolyn Harris reviewed the current employee salary step structure. This subcommittee recommended changing from the existing salary step structure to a pay range structure for the roles of Director and Librarian and a new pay range structure for the role of Administrative Assistant and Head of Circulation. The subcommittee recommends that all employee increases as of January 1, 2024 be percentage based. These increases will be based on performance and merit, rather than the locked-in steps. Paula Neuman stated she would like the annual base pay re-evaluated with each new budget year. **Maria Lanstra made a motion to accept the new pay ranges to replace the step structure and to percentage based increases and a pay raise for the two full time Librarians effective November 1, 2023. Genevieve Simpson seconded.**  
**AYES: Bearden, Harris, Lanstra, Neuman, Simpson      NAYS: none**  
**Motion passed**

- D. Full-Time Librarian Position** Laura presented a job description for a new full time Programming & Makerspace Librarian. After discussion, it was decided that the new librarian should start January 2, 2024.  
**Maria Lanstra made a motion to approve adding the position of full time Programming and Makerspace Librarian. Genevieve Simpson seconded.**  
**AYES: Bearden, Harris, Lanstra, Neuman, Simpson      NAYS: none**  
**Motion passed**

**VI      NEW BUSINESS**

- A. Health Insurance Renewal/Resolution**  
**Maria Lanstra made a motion to renew our Blue Cross/Blue Shield plan for the 2024 fiscal year and to maintain the 80/20 percent premium split, Genevieve Simpson seconded.**  
**AYES: Bearden, Harris, Lanstra, Neuman, Simpson      NAYS: none**  
**Motion passed**
- B. Annual Statistics** Laura will use these when completing our annual report to the state.

**C. Snow Removal Quote**

Maria Lanstra made a motion to approve McGregor's Landscape quote of \$5,500.00 for snow removal for FY 2023/2024, Genevieve Simpson seconded.  
AYES: Bearden, Harris, Lanstra, Neuman, Simpson NAYS: none  
Motion passed

**VII BOARD MEMBER CONCERNS None**

**VIII FINANCIAL REPORTS**

Maria Lanstra made a motion to approve expenditures of \$104,954.54 representing pay roll, checks written and bank debits from September 7, 2023-October 4, 2023. Genevieve Simpson seconded.  
AYES: Bearden, Harris, Lanstra, Neuman, Simpson NAYS: none  
Motion passed

**IX COMMUNICATIONS**

**A. MML-Board of Directors Ballot**

Maria Lanstra made a motion to submit ballot voting for 3 directors [George Bosanic, Sue Osborn, and Dave Post]. Genevieve Simpson seconded.  
AYES: Bearden, Harris, Lanstra, Neuman, Simpson NAYS: none  
Motion passed

**X. ADJOURNMENT**

Maria Lanstra made a motion to adjourn the meeting, Genevieve Simpson seconded. The meeting adjourned at 5:20 p.m.

Next meeting to take place Monday, November 13, 2023; 3:30 p.m.

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Joann Hedger,  
For Paula Neuman, Secretary  
October 9, 2023