

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held remotely via Zoom on **Monday, November 9, 2020 @ 3:30 p.m.**

PRESENT: Members: John Engfehr
Carolyn Harris
James Kresin
Maria Lanstra
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger
Special Guests: Mike Georges
John Biggar
Wayne Dutton

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

II. **MIKE GEORGES – YEO & YEO**

Mike Georges presented the annual audit to the Board. He gave a standard clean opinion and explained methods used for reporting. There was discussion about changing the library’s accounting software from Quicken to QuickBooks and Mike stated that Yeo & Yeo could help with setting this up.

III. **MINUTES**

Motion to approve the minutes from the October 12, 2020 regular board meeting and the October 27, 2020 special board meeting.

Moved by Harris, seconded by Kresin

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

IV. **REPORTS**

Janice Wilson stated that it is good to see stats going up and commented that she likes the current layout of the website. John Engfehr said that the “Weird

Wyandotte” program was very well done and that Jakki did an excellent job. There were questions about the plumbing work and the need for a new doorstop on the back door.

V. UNFINISHED BUSINESS

A. Front Porch Repair & Staff Entrance

John Biggar discussed the scope of the project that has been done recently. He shared that seven of the windowsills in the front of the building have been worked on. The focus is on getting as much done on the front of the building as possible before cold weather sets in. They were hoping to get roofing work done this month, but COVID has affected the company scheduled to do the work. There was also talk about the downspouts going through the porch floor, which John Biggar felt was one of the major causes of a lot of the damage to the porch. There will be a different system in place so this doesn't happen in the future. Janice Wilson stated she noticed some good sized holes on the porch and had concern that cats and other animals are able to pass through these and into our basement. John assured her those holes will be checked and covered in some way so nothing will get into the basement. John stated the back entrance steps [both sets] will be painted. He will also check into a product that can be used on the steps during freezing/icy weather.

B. Schwartz Collection- No Update

C. Accounting Software The board requested Laura get information about the costs of switching to QuickBooks for December's board meeting.

D. Library Re-Opening Plan Multiple board members made statements that they felt not allowing the public back in at this time was a good decision.

E. Potential Budget Cuts in Case of a Revenue Shortfall Janice Wilson stated that she feels the library is in good shape budget-wise at this time. Other board members concurred.

VI. NEW BUSINESS

A. Annual Statistics 2019-2020

B. Snow Removal Contract

Carolyn Harris made a motion to approve the contract. James Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

C. Director's Evaluation After discussion amongst the board, it was decided everyone will fill out the evaluation the best they can for the current situation and have it ready for December's board meeting.

VII. BOARD MEMBER CONCERNS- None

VIII. FINANCIAL REPORTS

Carolyn Harris made a motion to approve expenditures of \$137,777.74 representing payroll, checks written, and bank debits from October 8 – November 4, 2020. James Kresin seconded it.

**AYES: Engfehr, Harris, Kresin, Lanstra, Wilson
Motion passed unanimously.**

NAYS: none

IX. COMMUNICATIONS

A. Yeo & Yeo Management Rep. Letter

X. HEARING OF THE PUBLIC

There was no public comment.

XI. ADJOURNMENT

**Carolyn Harris made a motion to adjourn the meeting. James Kresin seconded it.
The meeting adjourned at 5:02 p.m.**

The next meeting will take place on Monday December 14, 2020 at 3:30 p.m.

Joann Hedger,
for John Engfehr, Secretary
November 9, 2020