



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, October 10, 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

- I. The regular meeting was called to order at 3:30 pm by President Lanstra
- II. **MINUTES** Motion to approve the minutes from the September 12, 2022 regular board meeting moved by Carolyn Harris, seconded by Paula Neuman.
Without exception, roll attached
- III. **HEARING OF THE PUBLIC** No one from the public was in attendance.
- IV. **REPORTS**
Carolyn Harris asked Laura to look into rates for CDs.
Carolyn Harris made a motion to accept the Director's & Staff Reports, Paula Neuman seconded. Without exception, roll attached
- V. **UNFINISHED BUSINESS**
 - A. **Front Porch Repair & Staff Entrance** Integrity has been working on the front porch vestibule. No one has shown up to hook up the lights at the back entrance yet. The Board asked Laura to contact Brian and request that the re-painting of the two back staircases happens before winter.
 - B. **Elevator Floor Replacement** Laura received a quote from SCI and a sample of the tile that will be installed. Cost is \$1,532.00 for labor and materials.
Carolyn Harris made a motion to approve expenditures of \$1,532 for new elevator flooring. Paula Neuman seconded.
AYES: Bearden, Harris, Lanstra, Neuman, Wilson NAYS: none

Motion passed

- C. Renovation of the Main Library** The Board commented that Kelly did a nice job putting together all the results from the survey. Board Members will keep the packet of survey results to reflect back on when they next address the topic of renovating the main library.
- D. June Power Surge** Dan from Douglas Electric stated he is still waiting for parts, and Square D [place he's waiting for parts from] told him they should be sent out first part of November. If that happens, Dan will start installing mid to late November.

VI. NEW BUSINESS

- A. Health Insurance Renewal/Resolution** Laura was unable to get alternate plan options to discuss with staff in time for this meeting, but our health insurance costs will be increasing. This topic was tabled for next month.
- B. Annual Statistics** The Board looked these over, and thought they looked good.
- C. Snow Removal Quote** MQC Group sent their quote for snow removal for winter 2022/23 in the amount of \$5,400.00.
Carolyn Harris made a motion to approve the quote, Paula Neuman seconded.
AYES: Bearden, Harris, Lanstra, Neuman, Wilson NAYS: none
Motion passed
- D. Use of Back Parking Lot** Laura discussed with the Board that there are several people from Bishop Co-Op that park their cars in the middle row and don't move them for days. [There are stickers on each car showing that they live at Bishop Co-Op]. She has sent over letters, and made phone calls, but some are still parking there. The Board told Laura to send a letter stating that as of November 1st, any cars parked in our parking in any space other than the one row we've allowed them to use will be towed. If this continues to be a problem, the Co-op may have the row they currently use taken away from them.
Carolyn Harris made a motion to move forward with having improperly parked cars towed; Paula Neuman seconded. Without exception, roll attached.

VII. BOARD MEMBER CONCERNS

Janice Wilson stated that the Friends are in need of new members to attend their meetings. If anyone on the Board knows of anyone who may be interested, please invite them to be a member.

VIII. FINANCIAL REPORTS

Carolyn Harris made a motion to approve expenditures of \$68,036.25 representing pay roll, checks written and bank debits from September 8 – October 5, 2022. Paula Neuman seconded
AYES: Bearden, Harris, Lanstra, Neuman, Wilson NAYS: none
Motion passed

IX. COMMUNICATIONS

MML- Board of Directors Election

Carolyn Harris made a motion to vote for the nominees on the ballot, Paula Neuman seconded. Without exception, roll attached.

X. ADJOURNMENT

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

The next meeting will take place on Monday, November 14, 2022 at 3:30 p.m.

Joann Hedger,
For Kenneth Bearden, Secretary
October 10, 2022