



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, July 10, 2023 @ 3:30 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
Maria Lanstra
Paula Neuman

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 June 12, 2023 regular board meeting moved by Kenneth Bearden, seconded by Carolyn Harris.
Without exception, roll attached
- III. **HEARING OF THE PUBLIC** No comments were made.
- IV. **REPORTS**
Kenneth Bearden made a motion to accept the Director's & Staff Reports, Carolyn Harris seconded. Without exception, roll attached
- V. **UNFINISHED BUSINESS**
 - A. **Renovation of the Main Library** Laura shared with the Board that the director of the Romulus library had positive things to say about their experience working with MCD Architects. They used them for a project last year and will be using them again for an upcoming project.
Kenneth Bearden made a motion to approve MCD's proposal for a space utilization study and master plan for the library. The total cost of phase 1 is \$14,800.00 and the cost for phase 2 is \$12,000.00, Carolyn Harris seconded.
AYES: Bearden, Harris, Lanstra, Neuman NAYS: none
Motion passed
 - B. **Grace Powell Donation** Nothing new- John Samyn will be waiting until the fall to purchase/plant service berry bushes.

C. Replacing Board Member Kenneth Bearden shared the top three candidates for replacement Board member. After discussion, the top candidate was chosen. The Board asked Laura to send letters to the candidates that were not selected.

Kenneth Bearden made a motion to extend an offer for the Board Position to Genevieve Simpson, Carolyn Harris seconded. Without exception, roll attached.

D. Packet from Lynne & Kelly After some discussion, it was decided that Kenneth Bearden and Carolyn Harris will be on the committee to go over the salaries plan, to be presented to the Board at a later date.

E. Internal Gutter System Integrity has not sent the quote yet.

F. Plaster Repair/Basement Windows Laura presented quotes for windows from Adkins and Sons, as well as the plaster repair from Integrity. The Board decided to put the windows on hold. They have a few questions they'd like answered by Adkins and Sons before making any decisions. Members will also go to the basement after the meeting to look at said windows. **Kenneth Bearden made a motion to accept the quote from Integrity for plaster and drywall repair for \$4,830.00, Carolyn Harris seconded.**

AYES: Bearden, Harris, Lanstra, Neuman NAYS: none

Motion passed

VI. NEW BUSINESS

A. Election of Officers Kenneth Bearden – President; Carolyn Harris – Vice President; Maria Lanstra – Treasurer; Paula Neuman – Secretary. **Kenneth Bearden made a motion to approve election of these officers, Carolyn Harris seconded.**

Without exception, roll attached.

B. Resolution on Investment Officer- Kenneth Bearden made a motion to approve appointment of Maria Lanstra as Investment Officer for fiscal year 2023-2024, to continue to maintain current funds in a checking account at JP Morgan Chase, to continue to invest surplus funds in excess of those needed for operations in Certificates of Deposit with the goal of earning as much interest as possible, and to authorize any two of the following to sign checks: Laura Gramlich, Maria Lanstra, Carolyn Harris, and Kenneth Bearden.

Carolyn Harris seconded.

AYES: Bearden, Harris, Lanstra, Neuman NAYS: none

Motion passed

- C. **Board Meeting Dates FY 2023-2024** It was discovered that the budget hearing does not have to begin a half hour earlier than our regularly scheduled meetings, therefore all meetings will begin at 3:30pm.
- D. **Holiday Schedule FY 2023-24**
Kenneth Bearden made a motion to approve the 2023-24 Holiday Schedule, Carolyn Harris seconded. Without exception, roll attached.
- E. **Goals for FY 2023-24**
Kenneth Bearden made a motion to approve the goals as presented, Carolyn Harris seconded. Without exception, roll attached.

VII **BOARD MEMBER CONCERNS** Carolyn Harris stated that a five year renovation plan should be made after the master plan and space utilization study are completed. If there are other building projects that we'd like to do in that time period, they could be added in as well.

VIII **FINANCIAL REPORTS**
Kenneth Bearden made a motion to approve expenditures of \$56,702.39 representing pay roll, checks written and bank debits from June 8- July 5, 2023; Carolyn Harris seconded.
AYES: Bearden, Harris, Lanstra, Neuman NAYS: none
Motion passed

IX **COMMUNICATIONS**

- A. William Look-Dawidko Trust Inventory
- B. MML- Workers' Comp Fund Ballot

Kenneth Bearden made a motion to vote for the six candidates listed on the ballot, Carolyn Harris seconded. Without exception, roll attached.

X. **ADJOURNMENT**
Kenneth Bearden made a motion to adjourn the meeting; Carolyn Harris seconded. Meeting adjourned at 4:40 p.m.

The next meeting will take place on Monday, August 14, 2023 at 3:30pm.

Joann Hedger,
For Paula Neuman, Secretary
July 10, 2023