



Board of Trustees

Kenneth A. Bearden
Carolyn A. Harris
James M. Kresin
Maria L. Lanstra
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 13, 2021 @ 3:30 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
James Kresin
Maria Lanstra
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 August 9, 2021 regular board meeting.

Moved by Kenneth Bearden; seconded by James Kresin

Without exception, roll attached

III. **REPORTS**

Carolyn Harris asked Laura if anyone applied for the sub librarian position. Laura replied that she has received one application.

Kenneth Bearden made a motion to approve the Director's and staff reports; James Kresin seconded it. Without exception, roll attached.

IV. **UNFINISHED BUSINESS**

A. **Front Porch Repair & Staff Entrance**

B. **Schwartz Collection**

C. **Carpet Cleaning**

D. **COVID Protections**

V. **NEW BUSINESS**

A. **BMDL Policy 1.4 – Special Collections**

B. **BMDL Policies 2.1 & 2.111 – Circulation Procedures**

Kenneth Bearden made a motion to approve the presented changes to BMDL Policies 1.4, 2.1, and 2.111; James Kresin seconded it. Without exception, roll attached.

C. CD Coming Due

After discussion, it was decided to cash in the library's CD with First Merchants Bank, in the amount of \$119,452.17, and move it to the library's saving account at Chase Bank.

Kenneth Bearden made a motion to cash in the CD and move it to the library's savings account. James Kresin seconded it.

AYES: Bearden, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

D. Items Destroyed by Power Outage

Laura reported to the Board that the library has a \$250.00 deductible with our insurance policy. Laura was instructed by the Board to file a claim including all repairs/replacements needed after the power surge. Maria Lanstra asked for this to be kept on the agenda and for price lists to be included in the next Board packet.

VI. BOARD MEMBER CONCERNS

None.

VII. FINANCIAL REPORTS

Kenneth Bearden made a motion to approve expenditures of \$162,189.74 representing payroll, checks written and bank debits from August 5-September 8, 2021. James Kresin seconded it.

AYES: Bearden, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

VIII. COMMUNICATIONS - None

IX. HEARING OF THE PUBLIC

No members of the public were in attendance.

X. ADJOURNMENT

Kenneth Bearden made a motion to adjourn the meeting; James Kresin seconded it.

The meeting adjourned at 4:11 p.m.

The next meeting will take place on Monday, October 11, 2021 at 3:30 p.m.

Joann Hedger,
For James Kresin, Secretary
September 13, 2021