

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, February 10, 2020**

PRESENT: Members: John Engfehr
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 Wilson**

II. **APPROVAL OF MINUTES**

**Motion to approve the minutes of the February 10, 2020 regular board meeting
Moved by Carolyn Harris, seconded by Maria Lanstra**

**AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.**

III. **REPORTS**

A. **Director's**

B. **Staff's**

John Engfehr made a motion to approve, Janice Wilson seconded.

**AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.**

IV. **UNFINISHED BUSINESS**

A. **Library Design Associates**

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

Laura informed Board that John Biggar from Integrity Building has not gotten back to her with a modified proposal yet. The Board agreed that when he does, Laura can sign it.

Janice Wilson moved to approve. James Kresin seconded.

**AYES: Engfehr, Harris, Kresin, Lanstra, Wilson NAYS: none
Motion passed unanimously.**

C. **MLA Health Insurance Quote**

V. NEW BUSINESS

A. Phone System

Laura presented quote from CTS for new phones to use with new phone service from Municipal Services.

Carolyn Harris approved. Maria Lanstra seconded.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

B. Travel Policy

Laura will make revisions to the policy and present it for approval at the next Board Meeting.

C. Personnel Policy Review

Janice Wilson suggested a review of the Personnel Policy manual. She asked Laura and the other Board members to look it over and bring any suggestions for additions or changes to the next meeting.

VI. BOARD MEMBERS' CONCERNS

No concerns.

VII. FINANCIAL REPORTS

A. Check Register — January 9- February 5, 2020

Carolyn Harris moved to approve expenditures of \$ 65,325.67 representing payroll, checks written, and bank debits from January 9 – February 5, 2020.

Seconded by John Engfehr.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously

VIII. COMMUNICATIONS

A. TLN Circulation- December 2019

IX. HEARING OF THE PUBLIC

No one present

X. ADJOURNMENT

Motion for adjournment made by John Engfehr, seconded by Maria Lanstra.

The Meeting adjourned at 4:45 p.m.

The next regular meeting will take place on Monday, March 9, 2020 at 3:30PM.

Joann Hedger,
For John Engfehr, Secretary
February 10, 2020