

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, August 12, 2019**

PRESENT: Members: John Engfehr
Carolyn Harris
James Kresin
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger
Guests: Matt de Bear
Scott Majewski
Wayne Dutton
Excused: Maria Lanstra

I. **The regular meeting was called to order at 3:25 pm by President Janice Wilson**

II. **APPROVAL OF MINUTES**

**Motion to approve the minutes of the July 8, 2019 regular board meeting
Moved by Carolyn Harris, seconded by John Engfehr**

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

III. **REPORTS**

A. Director's Janice Wilson asked Laura Gramlich to list the amount the Friends of the Library donate so the Board is aware of what has been donated by them. Carolyn Harris requested a summary of MML coverage for Board members to go over. Janice Wilson asked Laura Gramlich to make sure there is a formal written request sent to both the police and fire commissions next year if the Touch a Truck program is held again.

B. Staff's no questions

IV. **UNFINISHED BUSINESS**

A. Library Design Associates Matt de Bear from Library Design Associates spoke to the Board members explaining what his company would do to help design the layout of the library. He stated their company has done work at Canton,

Plymouth, Novi, Trenton, Riverview and Taylor libraries. He estimated our project would cost \$15.00-\$25.00 a square foot. Carolyn Harris made a motion for this to be tabled until next year. Jim Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Wilson

NAYS: none

Motion passed unanimously.

- B. Front Porch Repair and Staff Entrance** Scott Majewski and Wayne Dutton explained their proposal for repairing front porch of the Bacon house, the vestibule leading out, as well as the staff entrance landing in library. The Board also shared their concern with the foundation under porch, and asked that all window trim on house be painted, not just the ones on the porch. Jan Wilson also asked them to look at the ice box in kitchen to see if it is possible to get new hardware for it. John Engfehr made a motion to accept the proposal. Carolyn Harris seconded it. Laura Gramlich signed the paperwork.

AYES: Engfehr, Harris, Kresin, Wilson

NAYS: none

Motion passed unanimously.

- C. Quote for Replacement Doors** Board members looked over the proposal provided by Dependable Door to replace both public restroom doors, the staff entrance door, and repair the door threshold in the multipurpose room. John Engfehr made a motion to approve the proposed amount of \$7045.00 . Jim Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Wilson

NAYS: none

Motion passed unanimously.

- D. MLA Health Insurance Quote** Tabled until next meeting when more information will be provided
- E. Court Parking Lot Clean-up** Joann explained that she has sent numerous emails to Court Officer Stacie Nevalo, and has been assured that the library parking lot clean-up is posted on the board for work force. They were supposed to clean on Monday, August 12, but didn't show up.
- F. Schindler** Laura Gramlich stated that she has had a response from Schindler, and they are unwilling to renegotiate our contract. Therefore, our contract expires in 2028.

V. NEW BUSINESS

- A. Narcan Bill** After discussion of the new bill, there were questions as to cost, shelf life, and where to get training for staff. Laura Gramlich will research this, and it will be discussed at the next meeting.

VI. BOARD MEMBERS' CONCERNS

John Engfehr reminded Laura she should be sending weekly emails to Board Members. The security light on the pole on Biddle was discussed. There is still a question as to if it has been fixed, and if so, if it is in a position to light the flag.

VII. FINANCIAL REPORTS

A. Check Register — July 4 – August 7, 2019

Carolyn Harris moved to approve expenditures of \$ 64,946.44 representing payroll, checks written, and bank debits from July 4– August 7, 2019.

Seconded by Jim Kresin.

AYES: Engfehr, Harris, Kresin, Wilson

NAYS: none

Motion passed unanimously

VIII. COMMUNICATIONS

A. TLN Circulation- June 2019

Circulation statistics for all TLN member libraries for June were presented to the Board of Trustees.

B. William Look- Domagalski Trust

A final donation of \$9,015.68 will be distributed to the library. John Engfehr proposed there be a plaque for Lynette Domagalski someplace on the porch of the house at the completion of the project. Jim Kresin seconded it.

AYES: Engfehr, Harris, Kresin, Wilson

NAYS: none

Motion passed unanimously

IX. HEARING OF THE PUBLIC

No one present

X. ADJOURNMENT

Motion for adjournment made by John Engfehr, seconded by Jim Kresin.

The Meeting adjourned at 5:32 p.m.

The next regular meeting will take place on Monday, September 9, 2019 at 3:30PM.

Joann Hedger,
for John Engfehr, Secretary
August 12, 2019