



**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, November 11, 2024 @ 4:00 p.m.**

**PRESENT:**        **Members:**        Kenneth Bearden  
                                                 Carolyn Harris  
                                                 Maria Lanstra  
                                                 Paula Neuman  
                                                 Genevieve Simpson  
                         **Library Director:**    Laura Gramlich  
                         **Administrative Assistant:** Joann Hedger  
                         **Guest:**                Daniel Beard

- I.        **The regular meeting was called to order at 4:00 p.m. by President Bearden**
  
- II.        **YEO & YEO AUDIT PRESENTATION** Daniel Beard presented the annual audit to the Board. He gave a standard clean opinion and explained methods used for reporting. **Genevieve Simpson made a motion to approve the presented draft of the audit, Carolyn Harris seconded.**  
                         **AYES: Bearden, Harris, Lanstra, Neuman, Simpson        NAYS: none**  
                         **Motion passed**
  
- III.        **MINUTES** Motion to approve the minutes from the October 14, 2024 regular board meeting moved by Genevieve Simpson, seconded by Carolyn Harris.  
                         **Without exception, roll attached**
  
- IV.        **HEARING OF THE PUBLIC** No comments were made.
  
- V.        **REPORTS** Genevieve Simpson made a motion to accept the Director's and staff reports, seconded by Carolyn Harris.  
                         **Without exception, roll attached**
  
- VI.        **UNFINISHED BUSINESS**
  - A. **Renovation of the Main Library**  
Genevieve Simpson made a motion to approve MCD's proposal for design development services for phase 1a of the project, with the fee for their services to be 12.5% of the total phase 1a construction costs, seconded by

Carolyn Harris.

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

**Motion passed**

**VII.      NEW BUSINESS**

**A. Snow Removal Quote**

Genevieve Simpson made a motion to approve the quote of \$5,500.00 to McGregor's Landscape for snow removal for the upcoming winter season, Carolyn Harris seconded.

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

**Motion passed**

**B. Staff In-service/Holiday Party** Laura asked that the library be closed on Tuesday, December 10, 2024 for a staff in-service in the morning and the staff holiday party in the afternoon. **Genevieve Simpson made a motion for the library to close on December 10, 2024 and the Board will pay for the meal for the staff party, Carolyn Harris seconded.**

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

**Motion passed**

**VIII.      BOARD MEMBER CONCERNS      None**

**IX.      FINANCIAL REPORTS**

**A. Genevieve Simpson made a motion to approve expenditures of \$90,718.66 representing pay roll, checks written and bank debits from October 10, 2024 – November 6, 2024. Carolyn Harris seconded.**

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

**Motion passed**

**X.      COMMUNICATIONS      None**

**XI.      ADJOURNMENT**

**Genevieve Simpson made a motion to adjourn the meeting, Carolyn Harris seconded. Meeting adjourned at 4:50 p.m.**

**Next meeting to take place Monday, December 9, 2024; 4:00 p.m.**

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Joann Hedger,  
For Paula Neuman, Secretary  
November 11, 2024