



Board of Trustees

Kenneth A. Bearden
Carolyn A. Harris
Maria L. Lanstra
Paula E. Neuman
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, November 14, 2022 @ 3:30 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
Maria Lanstra
Paula Neuman
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger
Guest: Bill Parker

- I. The regular meeting was called to order at 3:30 pm by President Lanstra.
- II. **MINUTES** Motion to approve the minutes from the October 10, 2022 regular board meeting moved by Paula Neuman, seconded by Kenneth Bearden. Without exception, roll attached
- III. **HEARING OF THE PUBLIC** No members of the public were in attendance
- IV. **REPORTS**
No questions or comments
Paula Neuman made a motion to accept the Director's & Staff Reports, Kenneth Bearden seconded. Without exception, roll attached
- V. **UNFINISHED BUSINESS**
 - A. **Front Porch Repair & Staff Entrance** Bill Parker attended the meeting representing Integrity. He shared that everything is mostly complete except for a few outstanding items such as the roofing and the downspouts. The front vestibule needs to be cleaned due to grinding of the porch step. Once it is clean, Bill needs to check the polyurethane coating on it to make sure it's been finished. The hose that has been over the front entrance will be taken down soon. The dumpster still needs to be moved back, but that will be taken care of by DPW.
 - B. **Renovation of the Main Library**

C. Health Insurance Renewal/Resolution

Paula Neuman made a motion to renew the current health insurance plan for full time staff with the Library continuing to paying 80% of the premiums and 20% paid by the employees on the plan, Kenneth Bearden seconded it.

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

Motion passed

D. Use of Back Parking lot A company named G-Force will install the signs that have been ordered through them as soon as they come in.

VI. NEW BUSINESS

A. CD Rates Laura reported that the best CD rates are at Huntington Bank. The Board discussed what amount to put into CDs.

Paula Neuman made a motion to put \$100,000.00 in a 6 month CD and \$400,000.00 in a 9 month CD with Huntington Bank, Kenneth Bearden seconded it.

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

Motion passed

B. Staff Christmas Party Laura requested that she be able to close the library at 1 p.m. on Friday, December 9th. The Board approved, and Janice Wilson suggested that the Board pay for the meal for the Christmas party.

Paula Neuman made a motion to approve closing early on December 9th and the Board paying for the meal, Kenneth Bearden seconded it.

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

Motion passed

C. Grace Powell Donation Laura shared with the Board that John Samyn has an idea for landscaping plans for the front of the building and this may be something we could put the donation towards. John will be asked to attend the December Board meeting to discuss his plans.

D. Replacing Board Member Janice Wilson will be moving to Riverview in a few months, and at that point there will need to be a replacement for her position. She suggested someone that was interested.

E. Director's Evaluation Laura asked the Board if her evaluation could be moved to January instead of December. The Board agreed to this.

VII. BOARD MEMBER CONCERNS

None

VIII. FINANCIAL REPORTS

Paula Neuman made a motion to approve expenditures of \$94,122.22 representing pay roll, checks written and bank debits from October 6- November 9, 2022. Kenneth Bearden seconded.

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

Motion passed

IX. COMMUNICATIONS

None

X. ADJOURNMENT

Paula Neuman made a motion to adjourn the meeting; Kenneth Bearden seconded it. The meeting adjourned at 4:19 p.m.

The next meeting will take place on Monday, December 12, 2022 at 3:30 p.m.

Joann Hedger,
For Kenneth Bearden, Secretary
November 14, 2022