



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, November 8, 2021 @ 3:30 p.m.**

PRESENT: Members: Kenneth Bearden
Carolyn Harris
James Kresin
Janice Wilson
Library Director: Laura Gramlich
Administrative Assistant: Joann Hedger
Guests: Mike Georges
Brian Mooney
Excused: Maria Lanstra

I. The regular meeting was called to order at 3:30 pm by Vice President Wilson.

II. **MIKE GEORGES –YEO & YEO**

Mike Georges presented the annual audit to the Board. He gave a standard clean opinion and explained methods used for reporting.

Janice Wilson made a motion to approve the audit financial statements;
Carolyn Harris seconded it.

AYES: Bearden, Harris, Kresin, Wilson

NAYS: none

Excused: Lanstra

Motion passed

III. **MINUTES**

Janice Wilson made a motion to approve the minutes from the October 11, 2021 regular Board meeting; Carolyn Harris seconded it.

Without exception, roll attached.

IV. **REPORTS**

Janice Wilson made a motion to approve the Director's and staff reports;
Carolyn Harris seconded it. Without exception, roll attached.

V. **UNFINISHED BUSINESS**

- A. **Front Porch Repair & Staff Entrance** Brian Mooney attended the Board meeting and gave updates of what's been completed recently and what still needs to be done. He is confident that most of the project will be wrapped up by the end of the year.
- B. **Schwartz Collection:** Laura reported that Jakki is back in contact with the Library of Michigan and is making a list of books for them that she thinks they might want.
- C. **COVID protections**

VI. NEW BUSINESS

- A. **Snow Removal Contract** Janice Wilson made a motion to approve the snow removal contract from McGregor's MQC Group in the amount of \$5,100.00; Carolyn Harris seconded it.
AYES: Bearden, Harris, Kresin, Wilson **NAYS:** none
Excused: Maria Lanstra
Motion passed
- B. **Staff Member Condolences** The Board asked Laura to revise the existing memorial donations policy to include staff for the next Board meeting.
- C. **Staff Christmas Party** Laura requested that the library close at 3 p.m. on Friday, December 17th for the staff's annual holiday party. Janice Wilson suggested that the Board pay for the meal again this year.
Janice Wilson made a motion to approve; Carolyn Harris seconded it.
Without exception, roll attached.
- D. **Director's Evaluation** All Board members are to fill out the evaluation packet and will meet privately at the end of December's Board meeting to discuss the evaluation. President Maria Lanstra will then meet privately with Laura in January. The evaluation will be finalized at the Board meeting in February 2022.

VII. BOARD MEMBER CONCERNS

None

VIII. FINANCIAL REPORTS

Janice Wilson made a motion to approve expenditures of \$100,449.83 representing payroll, checks written and bank debits from October 7 – November 3, 2021; Carolyn Harris seconded it.

AYES: Bearden, Harris, Kresin, Wilson **NAYS:** none
Excused: Maria Lanstra
Motion passed

IX. COMMUNICATIONS

None

X. HEARING OF THE PUBLIC

There was one attendee- he introduced himself, asked some questions and made some suggestions to the Board.

XI. ADJOURNMENT

Janice Wilson made a motion to adjourn the meeting; Carolyn Harris seconded it. The Meeting adjourned at 4:45 p.m.

The next regular Board meeting will take place on Monday, December 13, 2021; 3:30 p.m.

Joann Hedger,
For James Kresin, Secretary
November 8, 2021