

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, May 10, 2021 @ 3:30 p.m.**

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. **MINUTES**

Carolyn Harris stated that she did not say she wanted the doors unlocked at the special board meeting on April 26, 2021 and would like the minutes amended.

Motion to approve the minutes from the April 12, 2021 regular board meeting and the April 26, 2021 special board meeting with amendment.

Moved by John Engfer, seconded by Carolyn Harris.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

III. **REPORTS**

There was discussion about holding outdoor programs for summer reading. Janice Wilson suggested Laura contact the Friends for funding of the Summer Reading Program if necessary. Maria Lanstra inquired if there were any applications turned in for the library assistant position, Laura responded there are five at this time.

John Engfehr stated that there should be a sign by the new drinking fountain stating it was provided by funding from Friends of Bacon Library.

John Engfehr made a motion to approve the director's & staff reports, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

IV. UNFINISHED BUSINESS

A. Front Porch Repair & Staff Entrance Brian was unable to attend, so Laura passed out an email he sent her explaining the progress that has been made and a general timeline of the next steps.

B. Schwartz Collection

C. Library Re-Opening Plan/Security Guard Laura stated that her plan is to unlock the doors to the public on Monday, May 17, 2021. She feels there is no need to hire a security guard at this time- a decision that can be re-evaluated if the need arises.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

D. COVID Policy – Paid Time Off After discussion, it was decided that this is to end at this time.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

E. Job Descriptions

John Engfehr made a motion to approve the job descriptions as presented. Carolyn Harris seconded the motion.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

F. FY 2021-22 Budget Salaries

Librarians: John Engfehr approved next steps for full time librarians, with the librarian that is at the top step to receive a \$500.00 bonus this year. Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

Administrative staff: John Engfehr made a motion for the head of circulation to receive a \$500.00 bonus this year, and the administrative assistant to go up in salary to \$44,000.00 Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

Library Assistants: New hires are to start at \$11.00 an hour with an increase of 50 cents after six months of satisfactory performance. Dawn M. and Liz T. will receive \$12.00 an hour; Maggie G. and Eric S. will receive \$15.00 an hour.

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson **NAYS: none**

Motion passed unanimously.

Librarian Subs: Wally H. will stay at \$23.00 an hour; Jeannine W will go to \$18.50 an hour and Carol K. will go to \$19.25 an hour.

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson **NAYS: none**

Motion passed unanimously.

Maintenance: will remain at \$15.00 an hour

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson **NAYS: none**

Motion passed unanimously.

Pages: All pages will go up to \$9.00 an hour.

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson **NAYS: none**

Motion passed unanimously.

Director: After discussion, it was decided by the board that the director will receive half of her next step which will make her salary \$63,900.00 until her next evaluation in six months.

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Harris, Kresin, Lanstra, Wilson **NAYS: Engfehr**

Motion passed

V. NEW BUSINESS

A. Elevator

Laura informed the Board that she spoke with Schindler, and they will be giving us a drop key, but it is only for use by Schindler employees or the fire department. Staff members are not to use it, even in an emergency.

B. FY 2021-22 Budget

The board requested some additional information from Laura in regards to the budget and there will be a special meeting to discuss the budget further on Tuesday, May 25 at 3:30 p.m.

John Engfehr made a motion to approve, Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson **NAYS: none**

Motion passed unanimously.

C. Budget Hearing – June 14, 2021 at 3 p.m.

VI. BOARD MEMBER CONCERNS

Janice Wilson asked if there were any issues with staff not being able to use their vacation days this last year. Laura stated there were not.

VII. FINANCIAL REPORTS

John Engfehr made a motion to approve expenditures of \$91,414.43 representing payroll, checks written and bank debits from April 8 – May 5, 2021.

Carolyn Harris seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

VIII. COMMUNICATIONS - City of Wyandotte – Public Hearing Notice

IX. HEARING OF THE PUBLIC

No members of the public were present

X. ADJOURNMENT

John Engfehr made a motion to adjourn the meeting. Carolyn Harris seconded it.

The meeting adjourned at 5:20pm.

The next meeting will take place on Tuesday, May 25, 2021 at 3:30 p.m.

Joann Hedger,
for John Engfehr, Secretary
May 10, 2021