



**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, August 9, 2021 @ 3:30 p.m.**

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

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

II. **MINUTES**

Carolyn Harris stated Kenneth Bearden and Maria Lanstra's names should be added to the "resolution on investment officer" as they are being added on as check signers as well.

**Motion to approve the minutes from the July 12, 2021 regular board meeting with amendment.**

**Moved by Carolyn Harris; seconded by Kenneth Bearden**

**Without exception, roll attached**

III. **REPORTS**

There was discussion and questions about the state aid payment that was received, how patrons have reacted to the library going fine free, QuickBooks, the audit, what it means to have Baker & Taylor no longer processing our books, and when the next Friends meeting will be.

**Carolyn Harris made a motion to approve the Director's & Staff's reports.**

**Kenneth Bearden seconded.**

**Without exception, roll attached.**

IV. **UNFINISHED BUSINESS**

A. **Front Porch Repair & Staff entrance** Brian stated painting on the porch is done and they are now making their way around the building. He explained that

Dave has been working on the bell tower longer than expected, as it was more damaged than they initially realized and there was structural damage in one area. The canopies are finished, and should be up in the next 7 – 10 days. The closer for the back door is here, and is just waiting for a person to show up to install it. Once the bell tower is complete, they will start working on the front porch floor and vestibule floor. He explained the work to be done in these areas. Brian said he will have a proposal from the roofer with different options for downspouts. He will also be able to remove the old bathtub at some point. After Brian left, there was discussion about the project, and all board members agreed that the final payment should not be made until all work has been completed and checked by the inspector.

**B. Schwartz Collection**

**C. Carpet Cleaning**

**V. NEW BUSINESS**

**A. Upgrading Lighting to LED**

Laura presented an estimate from Zulewski Electric in the amount of \$5883.00 to upgrade the lighting on the first floor of the house to LED.

**Carolyn Harris made a motion to approve; Kenneth Bearden seconded it.**

**AYES: Bearden, Harris, Kresin, Lanstra, Wilson**

**NAYS: none**

**Motion passed unanimously.**

**B. 2<sup>nd</sup> Floor Access**

There was much discussion about locking out access to the second floor in the elevator. It was decided that the Local History Policy should be updated to reflect the new hours that have gone into place. Laura can move forward with having the second floor locked out, but the board requested a report of how it's going at the next meeting.

**Carolyn Harris made a motion to approve, Kenneth Bearden seconded it.**

**AYES: Bearden, Harris, Kresin, Lanstra, Wilson**

**NAYS: none**

**Motion passed unanimously.**

**C. MicroTech Contract Renewal**

**Carolyn Harris made a motion to approve adding an additional 150 hours at a cost of \$15,750.00 to our contract with MicroTech. Kenneth Bearden seconded it.**

**AYES: Bearden, Harris, Kresin, Lanstra, Wilson**

**NAYS: none**

**Motion passed unanimously.**

**D. Evening Hours**

**Carolyn Harris made a motion to make permanent the library's hours being: Monday – Thursday 10 a.m. until 8 p.m., Friday & Saturday 10 a.m. until 5 p.m. Kenneth Bearden seconded it.**

**Without exception, roll attached.**

- E. Covid Protections** Laura shared her concerns about the delta variant and Michigan's case numbers starting to go back up. She stated she feels we should not hold the carnival in September. Mask wearing was also discussed and it was decided that staff are to wear masks when around the public [they do not have to wear them in their own offices], board members will wear masks during meetings, and signs will be hung in the library stating that it is recommended that everyone wear a face mask. Staff is not expected to enforce mask wearing with the public.

**Carolyn Harris made a motion to approve these decisions, Kenneth Bearden seconded it. Without exception, roll attached.**

**VI. BOARD MEMBER CONCERNS**

Janice Wilson inquired about why there are month to month changing schedules for the circulation staff and if those who are working 8 hour shifts are getting a lunch break.

**VII. FINANCIAL REPORTS**

**Carolyn Harris made a motion to approve expenditures of \$105,188.50 representing payroll, checks written and bank debits from July 8 – August 4, 2021. Kenneth Bearden seconded it.**

**AYES: Bearden, Harris, Kresin, Lanstra, Wilson**

**NAYS: none**

**Motion passed unanimously.**

**VIII. COMMUNICATIONS - City of Wyandotte – 2020 Tax Reconciliation**

**IX. HEARING OF THE PUBLIC**

There were no members of the public in attendance.

**X. ADJOURNMENT**

**Carolyn Harris made a motion to adjourn the meeting. Kenneth Bearden seconded it. The meeting adjourned at 4:55pm**

**The next meeting will take place on Monday, September 13, 2021 at 3:30 p.m.**

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Joann Hedger,  
For James Kresin, Secretary  
*August 9, 2021*