

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the Library on **Monday, January 13 @ 4:00 p.m.**

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

- I. **The regular meeting was called to order at 4:00 p.m. by President Bearden**
  
- II. **MINUTES Motion to approve the minutes from the December 9, 2024 regular board meeting and the December 17, 2024 special board meeting moved by Paula Neuman and seconded by Maria Lanstra.**  
**Without exception, roll attached**
  
- III. **HEARING OF THE PUBLIC No comments were made.**
  
- IV. **REPORTS Paula Neuman made a motion to accept the Director's and staff reports, seconded by Maria Lanstra.**  
**Without exception, roll attached**
  
- V. **UNFINISHED BUSINESS**
  - A. **Renovation of the Main Library**  
**Paula Neuman made a motion to hire Shaw Construction as the Construction Manager for the upcoming renovation project at a cost of 10% of the total cost of the project. Maria Lanstra seconded.**  
**Ayes: Bearden, Harris, Lanstra, Neuman, Simpson      Nays: none**  
**Motion passed**
  - B. **Travel Expense Policy**

Paula Neuman made a motion to accept the updated travel expense policy, Maria Lanstra seconded.

Without exception, roll attached

**C. Penal Fines**

Paula Neuman made a motion for Laura to send an email to the State of Michigan indicating that the library is interested in the possibility of working with other affected libraries and the Library of Michigan on a settlement/solution. Maria Lanstra seconded

Ayes: Bearden, Harris, Lanstra, Neuman, Simpson                      Nays: none

Motion passed

**D. Power Outage**

After some discussion, Paula Neuman made a motion to approve Temperature Control's proposal for \$14,427.00 to repair all the equipment that was damaged due to the power outage. Maria Lanstra seconded.

Ayes: Bearden, Harris, Lanstra, Neuman, Simpson                      Nays: none

Motion passed

**VI. NEW BUSINESS**

**A. Amended Budget.**

Paula Neuman made a motion to accept the amended budget as presented. Maria Lanstra seconded.

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

Motion passed

**B. CD Coming Due**

Paula Neuman made a motion to renew the 4 month CD maturing 1/26/2025 to a 6 month CD at Huntington Bank. Maria Lanstra seconded.

Ayes: Bearden, Harris, Lanstra, Neuman, Simpson                      Nays: none

Motion passed

**C. Directors Evaluation**

Carolyn Harris suggested that the Director's evaluation be done every two years, skipping this year. After discussion, Paula Neuman made a motion to do future Director Evaluations every two years, with the next evaluation to be done in 2026. Maria Lanstra seconded.

Without exception, roll attached

**VII. BOARD MEMBER CONCERNS    None**

**VIII. FINANCIAL REPORTS**

**A. Paula Neuman made a motion to approve expenditures of \$106,585.65 representing pay roll, checks written and bank debits from December 5-January 8, 2025. Maria Lanstra seconded.**

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

**Motion passed**

**IX. COMMUNICATIONS Yeo & Yeo – Final Audit Report**

Carolyn Harris noted that the error she brought to the auditor's attention at the November meeting was not corrected in the final report. Laura has contacted them about this.

**X. ADJOURNMENT**

**Paula Neuman made a motion to adjourn the meeting, Maria Lanstra seconded. Meeting adjourned at 4:55 p.m.**

**Next meeting to take place Monday, February 10, 2025; 4:00 p.m.**

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Joann Hedger,  
For Paula Neuman, Secretary  
January 13, 2025