

**Board of Trustees** 

Kenneth A. Bearden Carolyn A. Harris Maria L. Lanstra Paula E. Neuman Genevieve L. Simpson

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 13, 2023 @ 3:30 p.m.

PRESENT:

Members:

Kenneth Bearden

Carolyn Harris
Paula Neuman

Genevieve Simpson

Excused:

Maria Lanstra

Library Director:

Laura Gramlich

Administrative Assistant:

Joann Hedger

Guests:

Mike Georges

Dan Beard

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

### II. MIKE GEORGES – YEO & YEO

Mike Georges and Dan Beard presented the annual audit to the Board. They gave a standard clean opinion and explained methods used for reporting. Yeo & Yeo will be sending Laura bound copies of the audit when it has been finalized. Mike is retiring in December so this is his final time being here to present the audit.

- III. <u>MINUTES</u> Motion to approve the minutes from the October 9, 2023 regular board meeting moved by Genevieve Simpson, seconded by Carolyn Harris Without exception, roll attached Lanstra excused
- IV. <u>HEARING OF THE PUBLIC</u> Jakki Malnar, Kelly Ray, and Lynne Bustin were in attendance to address the Board on the topic of salaries. They also each passed out a letter to the Board for them to review.
- V. <u>REPORTS</u> Genevieve Simpson made a motion to accept the Director's & staff reports, Carolyn Harris seconded.

  Without exception, roll attached Lanstra excused

#### VI. UNFINISHED BUSINESS

A. Renovation of the Main Library Paula Neuman passed out a sheet listing the different demographics for additional members of the renovation committee. The expanded committee will meet after the holidays. **B.** Internal Gutter System Integrity has started their work to investigate this issue further and then will be working to make needed repairs.

#### VII. <u>NEW BUSINESS</u>

A. CD Coming Due After discussion on the CD coming due at the end of November, Genevieve Simpson made a motion to double the value of the CD, placing \$200,000.00 in a new 6 month CD. Carolyn Harris seconded.

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

Excused: Lanstra Motion passed

B. Staff Holiday Party Laura told the Board she would like to be closed December 13<sup>th</sup> for a combined In-Service day focusing on Customer Service as well as our luncheon/holiday party. Carolyn Harris suggested that the Board pay for the luncheon. Genevieve Simpson made a motion for the library to be closed December 13, 2023 for the Staff In-service/Holiday Party and for the Board to pay for the luncheon. Carolyn Harris seconded.

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

Excused: Lanstra Motion passed

- **C. Director's Evaluation** Laura asked if her evaluation could fall the way it did last year, with the process starting in January and wrapping up in March. The Board said this was fine.
- D. Vacation Policy Laura asked the Board to change the current vacation policy. The change would make it so that all full-time employees would receive 20 vacation days after working here for one year. Genevieve Simpson made a motion to change the vacation policy so that all full time employees will receive 20 vacation days after working here for one year. Carolyn Harris seconded.

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

Excused: Lanstra Motion passed .

VIII. <u>BOARD MEMBER CONCERNS</u> The Board wishes to congratulate Joann Hedger on her 25<sup>th</sup> year working for Bacon Library. They would like to give her a \$100.00 gift card in honor of her dedicated service.

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

Excused: Lanstra Motion passed

# IX. FINANCIAL REPORTS

Genevieve Simpson made a motion to approve expenditures of \$88,480.90 representing pay roll, checks written and bank debits from October 5, 2023-November 8, 2023. Carolyn Harris seconded.

AYES: Bearden, Harris, Neuman, Simpson NAYS: none Excused: Lanstra Motion passed

# X. COMMUNICATIONS

None

### XI. ADJOURNMENT

Genevieve Simpson made a motion to adjourn the meeting, Carolyn Harris seconded.

The meeting adjourned at 4:40 p.m.

Next meeting to take place Monday, December 11, 2023; 3:30 p.m.

Joann Hedger, For Paula Neuman, Secretary November 13, 2023