



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, December 13, 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
Guests: Brian Mooney
Wayne Dutton

- I. **The regular meeting was called to order at 3:28 pm by President Lanstra.**

- II. **MINUTES** Carolyn Harris asked why the member of the public in attendance at November’s meeting did not have their name listed in the minutes. It was explained that no one remembered what he said his name was, and didn’t know it was needed for the minutes.
Carolyn Harris made a motion to approve the minutes from the November 8, 2021 regular board meeting. Maria Lanstra seconded it.
Without exception, roll attached.

- III. **NEW BUSINESS**
 - A. **Public Comment at Meetings**

Carolyn Harris stated that the board should have a policy in place about the public commenting at board meetings. She would like the policy to state that any person from the public wanting to address the Board must give their full name. Also, they are to be limited to 5 minutes of speaking, and they can only speak during the “hearing of the public” portion of the meeting. She will check into the legalities of this and follow through with Laura. She would also like ‘Hearing of the Public’ to be moved to the third item on the agenda.

Motion to approve made by Carolyn Harris, seconded by Maria Lanstra.
Without exception, roll attached

IV. REPORTS

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

V. UNFINISHED BUSINESS

A. Front Porch Repair & Staff Brian Mooney and Wayne Dutton both attended the meeting. Brian updated the Board that the masonry, painting, etc. on the exterior of the building has been completed. The front porch as well as the inside vestibule still need work done to them. Also, the two back canopies are not completed yet. Wayne showed the Board different lighting options for the two canopies and the Board picked the flush mount disk looking lights.

B. Schwartz Collection Jakki is working on a list for the Library of Michigan of titles they may want for their collection.

C. COVID Protections

D. Staff Member Condolences

Carolyn Harris made a motion to approve Board Policy-Memorial Donations as presented, Maria Lanstra seconded it.

AYES: Bearden, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

E. Director's Evaluation Maria Lanstra would like to change the way the Director's Evaluation is done. She would like Laura to fill out the evaluation first, getting it to all Board members by January 3rd so that they can look it over. The Board will then go into closed session at the end of January's meeting to discuss it.

VI. BOARD MEMBER CONCERNS Janice Wilson shared her concern about low attendance at the Friends of the Library meetings. The Board discussed ways of perhaps getting more patrons to attend their meetings and become more involved with the Friends group. Janice Wilson also asked if January's board meeting could be moved from the 10th to the 11th. There were no objections to moving the date from Laura or the rest of the board.

VII. FINANCIAL REPORTS

Carolyn Harris made a motion to approve expenditures of \$83,664.54 representing payroll, checks written and bank debits from November 4-December 8, 2021. Maria Lanstra seconded it.

AYES: Bearden, Harris, Kresin, Lanstra, Wilson

NAYS: none

Motion passed unanimously.

VIII. COMMUNICATIONS

A. Yeo & Yeo – Management Rep. Letters

IX. HEARING OF THE PUBLIC

No members of the public were in attendance.

X. ADJOURNMENT

Carolyn Harris made a motion to adjourn the meeting, Maria Lanstra seconded it.

The meeting adjourned at 4:30 p.m.

The next meeting will take place on Tuesday, January 11, 2022 at 3:30 p.m.

Joann Hedger,
For James Kresin, Secretary
December 13, 2021