

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held remotely via Zoom on **Monday, December 14, 2020 @ 3:30 p.m.**

PRESENT: Members: John Engfehr  
Carolyn Harris  
Maria Lanstra  
Janice Wilson  
Library Director: Laura Gramlich  
Administrative Assistant: Joann Hedger  
Special Guests: Brian Mooney  
EXCUSED: James Kresin

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

II. **MINUTES**

**Motion to approve the minutes from the November 9, 2020 regular board meeting.**

**Moved by Lanstra, seconded by Engfehr**

**AYES: Engfehr, Harris, Lanstra, Wilson                      NAYS: none  
Kresin excused; Motion passed unanimously**

III. **REPORTS**

John Engfehr asked if there could be some descriptive captions along with the pictures on our website of the ongoing construction projects. Janice Wilson asked if there was a staff Christmas party planned and Laura Gramlich explained it was different this year but there would be a lunch. Janice Wilson suggested the board pay for the staff lunch.

**Maria Lanstra made a motion to approve the board pay up to \$150.00 for the staff lunch. John Engfehr seconded it.**

**AYES: Engfehr, Harris, Lanstra, Wilson                      NAYS: none  
Kresin excused; Motion passed unanimously**

**IV. UNFINISHED BUSINESS**

**A. Front Porch Repair & Staff Entrance**

Brian Mooney explained that work was put on hold for 2 weeks due to COVID related reasons, but he feels the project is moving along rather well. He said about 80% of the masonry is completed on the front of the building and about 25% of it has been completed on the side. He stated that they will be making a “bubble” on the front porch out of plastic sheeting and heat it, so that they can continue to work on the porch throughout the winter. He is waiting on the roofer to get prices for downspouts and also reported that the awnings for the staff & public entrances in the back should be ready in 4-6 weeks.

**B. Schwartz Collection**

**C. Accounting Software**

Laura Gramlich reported on the information that Mike Georges had given her on switching to QuickBooks. The cost estimate he gave for Yeo & Yeo to set everything up and train her would be \$1,800 - \$2,000, and the purchase of the 2021 edition of the software would be \$60. Laura will have to undergo 4-6 hours of training and Yeo & Yeo will be available to answer any questions after the training period is completed.

**Maria Lanstra made a motion to approve the purchase of the QuickBooks software and training with the stipulation that Laura bring it back to the board if the amount exceeds the estimate that was given. John Engfehr seconded it.**

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

**NAYS: none**

**Kresin excused; Motion passed unanimously**

**D. Library Re-Opening Plan**

**E. Director’s Evaluation**

The board will go into closed session at the end of the meeting to discuss.

**V. NEW BUSINESS**

**A. UVC Units**

Janice Wilson explained that she had contacted Laura about looking into a unit like a HALO LED to help with air quality in the building. Ron from Temperature Control doesn’t think it’s necessary for the library to get these units due to the filters the library currently uses.

**VI. BOARD MEMBER CONCERNS- None**

**VII. FINANCIAL REPORTS**

**Maria Lanstra made a motion to approve expenditures of \$151,326.93 representing payroll, checks written and bank debits from November 5 – December 9, 2020. John Engfehr seconded it.**

**AYES: Engfehr, Harris, Lanstra, Wilson                      NAYS: none**  
**Kresin excused; Motion passed unanimously**

**VIII. COMMUNICATIONS- None**

**IX. HEARING OF THE PUBLIC**  
No public comments were made.

**X. ADJOURNMENT**

At 4:15 p.m. the main portion of the meeting concluded and the board went into closed session to discuss the director's evaluation.

**Maria Lanstra made a motion to adjourn the meeting. John Engfehr seconded it.**  
**The meeting adjourned at 5:50 p.m**

**The next meeting will take place on Monday, January 11, 2021 at 3:30 p.m.**

---

Joann Hedger,  
for John Engfehr, Secretary  
*December 14, 2020*