



# BACON MEMORIAL DISTRICT LIBRARY

*Your key to the past, present, and future*

**Board of Trustees**

Kenneth A. Bearden  
Carolyn A. Harris  
Paula E. Neuman  
Genevieve L. Simpson  
Natalie A. Zasadny

**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 10, 2025 @ 4:00 p.m.**

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

- I. **The regular meeting was called to order at 4:00 p.m. by President Neuman**
- II. **MINUTES Motion to approve the minutes from the October 13, 2025 regular board meeting moved by Kenneth Bearden, seconded by Carolyn Harris.**  
**Without exception, roll attached**
- III. **HEARING OF THE PUBLIC** No comments were made.
- IV. **REPORTS** Kenneth Bearden made a motion to accept the Director's and staff reports, seconded by Carolyn Harris.  
**Without exception, roll attached**
- V. **UNFINISHED BUSINESS**
  - A. **Renovation of the Main Library** Laura stated that Shaw is billing the library about every two weeks. The total amount being paid to MCD increased due to the overall construction costs being higher than initially estimated. There have been four things that have come up so far that weren't included in the initial budget. There is money to cover these items in the contingency fund. The library needs some new interior doors when the sloped floor is taken out. There is exposed insulation on the walls that will need to be dry walled and painted. There may be some extra electrical needed as well, and we will have two new ADA drinking fountains installed. Laura and Paula will be meeting with Shaw and MCD in two days to get an update on construction. The furniture proposal from Library Design Associates was also presented.  
**Kenneth Bearden made a motion to approve the furniture proposal from**

Library Design Associates in the amount of \$31,661.00. Carolyn Harris seconded.

AYES: Bearden, Harris, Neuman, Simpson, Zasadny      NAYS: none  
Motion passed

VI. **NEW BUSINESS**

- A. **Annual Statistics** These are used when Laura completes the library's annual State Aid report.
- B. **CD Coming Due** There was discussion of what to do with the CD that is coming due on November 30th. Laura will investigate our options and consult with the treasurer.
- C. **Staff Holiday Party** Laura requested that the library close one day in December at noon for the staff holiday party. The date will be determined after contacting the caterer. Carolyn Harris said that the Board will pay for the meal. Kenneth Bearden made a motion to close one day in December at noon (date to be determined) and for the Board to pay for the staff holiday meal. Carolyn Harris seconded.

AYES: Bearden, Harris, Neuman, Simpson, Zasadny      NAYS: none  
Motion passed

VII. **BOARD MEMBER CONCERNS** Carolyn Harris brought up sending Bishop Co-op a letter about moving their cars for snow.

VIII. **FINANCIAL REPORTS** Kenneth Bearden made a motion to approve expenditures of \$169,614.80 representing pay roll, checks written and bank debits from October 9 – November 5, 2025. Carolyn Harris seconded.  
AYES: Bearden, Harris, Neuman, Simpson, Zasadny      NAYS: none  
Motion passed

IX. **COMMUNICATIONS**

A. Yeo & Yeo – Management Rep. Letter

X. **ADJOURNMENT**

Kenneth Bearden made a motion to adjourn the meeting, Carolyn Harris seconded. Meeting adjourned at 4:33 p.m.

Next meeting to take place Monday, December 8, 2025; 4:00 p.m.

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Joann Hedger,  
For Genevieve Simpson, Secretary  
November 10, 2025