



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, December 11, 2023 @ 3:30 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 3:30 pm by President Bearden**
- II. **MINUTES Motion to approve the minutes from the November 13, 2023 regular board meeting moved by Carolyn Harris, seconded by Paula Neuman. Without exception, roll attached**
- III. **HEARING OF THE PUBLIC No comments were made.**
- IV. **REPORTS Carolyn Harris made a motion to accept the Director’s & Staff Reports, Paula Neuman seconded. Without exception, roll attached**
- V. **UNFINISHED BUSINESS**
 - A. **Renovation of the Main Library** Laura passed around the first draft of the space utilization study. The architects are making some changes to it and then a final draft will be distributed to the Board. It was agreed that the renovation committee will meet January 16th 2024 with all committee members including the selected members of the public.
 - B. **Internal Gutter System** Laura stated that Integrity is close to having this project completed. Integrity provided drawings of the building that show where the issues were with the Internal Gutter System.
 - C. **Library Salary Discussion** Kenneth Bearden shared with the Board that he had done further, more in depth research into librarian salaries. He

proposed that full time librarians Kelly Ray and Lynne Bustin and part time librarian Jakki Malnar have their salaries increased. **Carolyn Harris made a motion to increase the salaries of full time librarians Kelly Ray and Lynne Bustin to \$62,000.00 annually and to increase the salary of part time librarian Jakki Malnar to \$31,000.00 annually beginning January 1, 2024. Paula Neuman seconded.**

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

VI NEW BUSINESS

A. 2024 Board Meeting Schedule

Carolyn Harris made a motion to update the board meeting schedule for 2024 to alternate monthly between 3:30 p.m. and 6:30 p.m. meeting times on the second Monday of each month beginning with the 3:30 p.m. meeting on January 8th, 2024. Paula Neuman seconded.

Without exception, roll attached

B. Year End Staff Recognition Kenneth Bearden discussed how much he and the rest of the Board appreciate all the hard work and dedication from staff this year and want to give all staff members an end of the year bonus. **Carolyn Harris made a motion to recognize the efforts of the Bacon Memorial District Library staff in 2023 with a one-time, non-precedent setting bonus of \$150.00 per staff member to be delivered before December 24, 2023. Paula Neuman seconded.**

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

VII BOARD MEMBER CONCERNS

Carolyn Harris stated after volunteering during the Santa event in the morning, she heard only good things about the event and the library. Kenneth Bearden also stated how busy the library was during the event, and how many happy people there were. Maria Lanstra shared she has heard great things about Lynne's story times as well.

VIII FINANCIAL REPORTS

Carolyn Harris made a motion to approve expenditures of \$105,811.41 representing pay roll, checks written and bank debits from November 9, 2023- December 6, 2023. Paula Neuman seconded.

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

IX COMMUNICATIONS

A. City of Wyandotte – Notice of Public Hearing

X. ADJOURNMENT

**Carolyn Harris made a motion to adjourn the meeting, Paula Neuman seconded.
The meeting adjourned at 4:15 p.m.**

Next meeting to take place Monday, January 8, 2024; 3:30 p.m.

Joann Hedger,
For Paula Neuman, Secretary
December 11, 2023