

The regular meeting of the Board of Trustees of the Bacon Memorial District Library was held at the library on **Monday, March 8, 2021 @ 3:30 p.m.**

PRESENT: Members: John Engfehr  
Carolyn Harris  
James Kresin  
Maria Lanstra  
Janice Wilson  
Library Director: Laura Gramlich  
Administrative Assistant: Joann Hedger  
Guest: Brian Mooney - Integrity

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

II. **MINUTES**

**Motion to approve the minutes from the February 8, 2021 regular board meeting.**

**Moved by James Kresin and seconded by Maria Lanstra**

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

**NAYS: none**

**Motion passed unanimously.**

III. **REPORTS**

**James Kresin made a motion to approve the Director's and Staff Reports, Maria Lanstra seconded it.**

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

**NAYS: none**

**Motion passed unanimously.**

IV. **UNFINISHED BUSINESS**

**A. Front Porch Repair & Staff entrance** Brian reported on the progress made so far. He also addressed the front door of the house; he turned the screws in the closer to make the door close more easily. He hopes the awnings for the back entrances will be done by the end of the month. He will have someone look at

the door the delivery drivers use so that the closer can be 'clicked' to stay open instead of using bricks to prop open the door. He is still waiting for the small square tiles to be delivered, so that tile work can begin on the front porch.

**James Kresin made a motion to approve the cost of a new door closer and Maria Lanstra seconded it.**

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

**NAYS: none**

**Motion passed unanimously.**

**B. Schwartz Collection**

**C. Library Re-Opening Plan** Laura reported on how re-opening is going. The use of appointment is working well so far, and she has modified some of the initial procedures. Curbside still seems to be the preferred way of getting items at this time. Laura reported she has expanded appointment to include Friday & Saturday hours as well. The browsing appointments are for looking for items, as well as for browsing the book sale carts that have been placed in the library. Patrons can make copies or send faxes without an appointment.

**D. COVID Policy – Paid Time Off** After discussion, it was decided to continue offering paid time off until the May 2021 Board meeting, when the topic will be re-evaluated again.

**V. NEW BUSINESS**

**A. New Copier** Laura informed the Board that the copier patron's use is old and should be replaced sometime soon. She would like to use the same company that manages the staff copier. She will contact the company and have a quote for the next Board meeting.

**B. Roof Repair** There was discussion about the damage to the ceiling in the men's public restroom. The contract with Mr. Roof states that they are not liable for interior damage and will only make minor repairs. Laura was asked to find out what the deductible is for our insurance, and then have someone assess the damage to the ceiling.

**C. DVD Fees** Laura explained that many people are still using curbside service, and if we went back to charging fees for DVDs, the runners would have to track and handle money outside.

**James Kresin made a motion to accept not charging for DVDs at this time, seconded by Maria Lanstra**

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

**NAYS: none**

**Motion passed unanimously.**

**VI. BOARD MEMBER CONCERNS**

Janice Wilson thanked Laura for the new Trustee manuals

**VII. FINANCIAL REPORTS**

James Kresin made a motion to approve expenditures of \$96,764.84 representing payroll, checks written and bank debits from February 4- March 3, 2021. Maria Lanstra seconded it.

AYES: Engfehr, Harris, Kresin, Lanstra, Wilson  
Motion passed unanimously.

NAYS: none

**VIII. COMMUNICATIONS - None**

**IX. HEARING OF THE PUBLIC**

No members of the public were in attendance.

**X. ADJOURNMENT**

James Kresin made a motion to adjourn the meeting. Maria Lanstra seconded it. The meeting adjourned at 4:43 pm.

The next meeting will take place on Monday, April 12, 2021 at 3:30 p.m.

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Joann Hedger,  
for John Engfehr, Secretary  
March 8, 2021