

BELLAIRE PUBLIC LIBRARY  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
Date: April 16, 2024  
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr, Sydney Luke and Director Cindi Place.

TRUSTEE EXCUSED ABSENCE: none

CALL TO ORDER: President Edens called the meeting to order at 10:00am.

PUBLIC COMMENTS: none

APPROVAL OF AGENDA: **Motion by Kerr, second by Holtzman to approve the amended agenda. Ayes: Bennett, Edens, Hirt, Holtzmann, Kerr. Nays: None. Motion carried.**

APPROVAL OF MINUTES: **Motion by Kerr, second by Luke to approve the regular March meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for January and February 2024 was presented. As of March there is \$173,162.72 in checking with additional accounts we have total assets of \$546,168.30. Adding current Liabilities and Equity there was a total of \$546,168.30. **Motion by Luke, second by Kerr to approve the March financial report. Motion carried.**

LIBRARIAN'S REPORT: Highlights from Director Place include slight decrease in usage and circulation for March.

- Programs:
  - Graphic Novel Party led by Dawn was a huge success.
  - Antrim Writer's Series in Elk Rapids with Brittany Cavallaro on May 7th & 8th.
  - Weekly programs include Preschool Storytime with Miss Diane, Spanish Speaking Cohort and Tech Tuesdays with Gabe.
  - Monthly programs include Book Clubs: Page Turners, Nature Book Club, Last Tuesday Book Club.
  - Story Walk is on the Cedar River Trail at the Antrim Conservation District and will be changed approximately every other month. This month "Wish" by Chris Saunders.
  - Kids Coding Club meets every third Saturday at 10am.
- **Grants** from Assisted Technology still in the works. Video of library done on April 8th and Meadowbrook portable Libraries installed April 15th. Grant from MMLL for \$800 to be used for Summer Reading Programs.
- Other: Meet with stakeholders to discuss followup on drainage issue in our parking lot.

COMMITTEE REPORTS:

**Policy review recommendations:**

- Ethics Policy
- Overdue policy on books
- Password for wifi
- Director ability to do all library jobs
- Grant funding application and approval
- Personnel accountability for spending approval

OLD BUSINESS: Financial review: Lake Michigan Credit Union CD to be renewed and other recommendations of asset movement of Library funds.

CORRESPONDENCE: Letter to all candidates from our director search sent..

NEW BUSINESS:

- **Policy Committee Recommendations: Motion by Bennett, second by Kerr to accept the policy revisions presented by the Policy Committee. Ayes: Bennett, Edens, Hirt, Holtzmann, Kerr, Luke. Nays: None. Motion carried.**
- **Finance Committee Recommendations: To auto renew \$200k CD at Lake States Credit Union for 5.05% and open Huntington Bank \$50k CD for seven months to redistribute our financial assets. Motion by Luke, second by Holtzmann to accept the finance committee recommendations presented. Ayes: Bennett, Edens, Hirt, Holtzmann, Kerr, Luke. Nays: None. Motion carried**
- Plans for Cindi's retirement and Tom's introduction event on May 13th.

GRANTS, MEMORIALS & DONATIONS: none

UPDATES AND REMINDERS:

Policy Committee to meet at 9:00am on May 17th.

TRUSTEE COMMENTS: Request to place information about our Library Award on our webpage.

PUBLIC COMMENTS: none

MEETING ADJOURNMENT: **Motion Luke, second by Holtzmann to adjourn meeting at 12:01pm. Motion carried.**

NEXT MEETING: May 17, 2024.

Respectfully submitted, Diane Bennett, Secretary  
Approved  
5/17/24