

BELLAIRE PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
Date: Friday July 25, 2025  
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr,  
Director Tom Shilts.

EXCUSED ABSENCE: none

CALL TO ORDER: President Edens called the meeting to order at 9:30 am

PUBLIC COMMENTS: Attending: Pam Ciganick

APPROVAL OF AGENDA: **Motion by Kerr, second by Holtzmann to approve the agenda as amended. Motion carried.**

APPROVAL OF MINUTES: **Motion by Holtzmann, second by Kerr to approve the June 13, 2025 regular meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for June 2025 presented. Balance Sheet: As of June 30 there were total assets of \$537,601.05. There was \$537,601.05 in Total Liabilities and Equity. Income in June was \$1944.42. Total expenses in June was \$18,303.22 and total net income for the month of - \$16,358.80. New CD investments as follows: \$108,000 Huntington matures 6.23.26; \$51,000 Huntington matures 10.21.25; \$200,000 Lake Michigan Credit Union matures 12.17.26. **Motion by Holtzmann, second by Kerr to approve the June Financial report. Motion carried.** Staff wages review set for August 22 and Budget Hearing set for September 19th.

LIBRARIAN'S REPORT: Shilts reports a large increase in usage and circulation for the month of June. Books were ordered through Baker & Taylor lease plan. Summer reading programs and events are well attended. Grants from Dollar General and Pilcrow Foundation to be used this month for programing and Juvenile nonfiction collection. Intern, Nick Butler will be interning this fall at 12 hours per week through Grand Valley University. Privacy Booth plans will be written into a grant proposal and submitted to ALA's Libraries Transforming Communities initiative. See Director report for more details. Check website for updates on events and library news.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee- none

OLD BUSINESS:

Payroll procedures document submitted by Director Shilts.  
Director Goals for year 2025-2026 presented.

NEW BUSINESS:

- Tom Shilts resignation as of September 7th.
- Interim procedures and new director search discussed.
- Facility review by board was conducted with a walk through
  - Bathroom small leak under sink.
  - Ceiling tile in left bathroom has spots.
  - Gutter cleaning outside.
  - Vine trimming outside
  - Backroom storage needs to be organized.
  - Book room storage cupboards needs organizing..
  - Investigate moving charging station near theater to County Building property.

Change of regular monthly meeting dates to: October 17th, November 21st, December 19th.

CORRESPONDENCE: Thank You card from intern Chloe's teacher.

GRANTS, MEMORIALS & DONATIONS: **Motion by Kerr, second by Holtzmann to accept \$300 reimbursement for MMLL mini grant. Motion carried.**

**Motion by Kerr, second by Holtzmann to accept a memorial of \$1430 for Errik Cornell. Motion carried.**

UPDATES AND REMINDERS:none

TRUSTEE COMMENTS: Appreciation for Sydney Luke and her many contributions as she leaves the Bellaire Library Board board after the June monthly meeting. Vacancy requires a Forest Home Candidate to take her place.

Strategic Plan to be revisited this coming year.

PUBLIC COMMENTS: Pam Ciganick expressed interest in Trustee Vacancy. Edens to follow up.

MEETING ADJOURNMENT: **Motion Kerr, second by Holtzmann to adjourn meeting at 11:27 am. Motion carried.**

NEXT MEETING: August 22, 2025.

Respectfully submitted, Diane Bennett, Secretary

Approved

8/22/2025