

BELLAIRE PUBLIC LIBRARY  
SPECIAL MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
Date: JUNE 21, 2024  
MINUTES

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

TRUSTEE EXCUSED ABSENCE: Sydney Luke

CALL TO ORDER: President Edens called the meeting to order at 10:03am.

PUBLIC COMMENTS: none

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

APPROVAL OF MINUTES: **Motion by Holtzmann second by Kerr, to approve the Special June 6th meeting minutes of the Board. Motion carried. Motion by Kerr, second by Hirt to approve the regular May meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for May 2024 was presented. As of May 31st there is \$213,145.58 in checking with additional accounts we have total assets of \$535,673.58. Adding current Liabilities and Equity there was a total of \$535,673.58. Signatures were completed for the new CD purchase from Huntington to be noted on next month financial report. **Motion by Bennett, second by Holtzmann to accept the May financial report. Motion carried.**

LIBRARIAN'S REPORT: Highlights from Director Shilts include slight decrease in usage because of change in calculating online presence and small dip in circulation for May.

- Programs:
  - Summer Reading Program began June 1st with Dawn programming several events.
  - 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 will be "Saving L'il Smokey" by Adam and Celeste Deem.
  - Kids Coding Club meets every third Saturday at 10am.
- **Grants:** Items were purchased for the LTC grant including "AbleEyes" video mapping of our library and technology items for accessibility helps.
- Other:
  - Collaboration with Public Art Exhibit.
  - Collaboration with Norte bicycle club offering bikes for loaning.
  - Director Shilts visited Bellaire Senior Center to showcase library LTC and LOT materials.
  - Patron given decision on lost item charges stands as previously communicated.

- Coordination with Manna Food Project offering an assortment of free food available in bags available in front lobby.
- Antrim Writer's Series continuing in 2025 with a renewal of Michigan Humanities grant.
- Author, Robert Downs, to visit on October 17th with slide presentation based on his recent book, "Raw Deal: The Indians of the Midwest and the Theft of Native Lands".

COMMITTEE REPORTS:

Policy Committee sent a copy of Code of Ethics and Conduct from American Library Association to consider inclusion in our policy manual.

OLD BUSINESS:

- Parking lot drain- no new info.
- Little Free Library to be installed to replace broken one near Uniquely North.

CORRESPONDENCE:none

NEW BUSINESS:

- Internet copyright violation occurred using library computer. **Motion by Kerr second by Holtzmann to limit internet access time from 8am to 8pm until a later time if possible.**
- New acquisitions procedure streamlined and Used book recycling procedure.
- Richardi Park event with public Outreach Table but no donation.
- Charging Tables possible placement changes.

GRANTS, MEMORIALS & DONATIONS: none

UPDATES AND REMINDERS:

TRUSTEE COMMENTS: Agreement to nominate a support Staff for MLA award **Motion by Bennett second by Kerr to nominate Dawn DeHeer for MLA Support Staff Award. Motion carried.**

PUBLIC COMMENTS: none

MEETING ADJOURNMENT: **Motion by Bennett, second by Holtzmann to adjourn meeting at 11:46am. Motion carried.**

NEXT MEETING: July 19, 2024.

Respectfully submitted, Diane Bennett, Secretary

Approved  
7/19/2024