

BELLAIRE PUBLIC LIBRARY  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
MARCH 18, 2022

MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Lee Kerr, Susan Larson, and Director Cindi Place

TRUSTEE EXCUSED ABSENCE: Don Hirt, Sydney Luke

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

PUBLIC COMMENTS: Trustee Sydney Luke observing via Zoom.

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

MINUTES: **Motion by Kerr, second by Bennett to approve the February 18, 2022 meeting minutes of the Board as presented. Motion carried.**

FINANCIAL REPORT: As of February 1, there was \$57,006.19 in the checking account. After adding income, payroll liability, and deducting expenses, there was a total of \$69,657.84 in the checking account on February 28, 2022. Adding the checking balance to CD, MMIA, and Prime Share accounts, we have a total of \$491,528.34. **Motion by Larson, second by Kerr to approve the January and February 2022 financial reports, as presented. Roll Call: Ayes: Bennett, Edens, Kerr, and Larson. Nays: None. Motion carried.**

LIBRARIAN'S REPORT:

Highlights provided by the Director:

- Usage and circulation stats for February 2022 were up compared to February 2021.
- The Library hosted its first Michigan Works Learning Lab in the meeting room on March 17. Michigan Works provides skills training to individuals looking for employment and will be here every 3rd Thursday.
- Our first Family Literacy Night (FLN) on March 10 was a big success with 19 kids and 15 adults attending. The next FLN will be held on May 12 at 5:30 p.m. The FLN program is funded by a grant from Michigan Humanities Council and the Antrim Women's Alliance.
- We had over 245 visitors to the library on March 12 during the Art is Sweet Bake-off and the Tiny Arts show. Over 60% of the art show participants had their work on display, totalling 38 pieces.
- Upcoming special events include: Crafternoon, March 24, at 4:00 p.m.; Poetry Workshop with Leland James on April 14, at 3:00 p.m.; and Michigan Notable Author, Lisa Sukenic, on June 22, at 10:00 a.m

- Through the Mid-Michigan Library League, Attorney Anne Seurnyck of Foster Swift Collins & Smith, PC, has offered her services to libraries who are in need of legal advice, at no charge for one hour/year and at a reduced rate for any hour thereafter.

*A complete Librarian's Report is available at the Library.*

COMMITTEE REPORTS: The Policy Committee met on March 4, 2022 to continue review of the recommended Library of Michigan Selection & Reconsideration policy regarding freedom to read, collection development, and challenged materials. The committee plans to recommend the Board accept the policy, with some revisions, at the March 18 Board meeting.

OLD BUSINESS:

- Edens reported that the Director's evaluation had been completed, noting she had met with the Director, and provided a copy of the letter regarding the evaluation.
- The Director provided a rough draft of possible action items to be considered for our new strategic plan. She and the staff will meet on Monday, April 14, 2022 for a training and planning meeting, at which time they will also review strategic plan goals, objectives, and action items and provide input to be shared at the April 15, 2022 Board meeting.

NEW BUSINESS:

- **Motion by Bennett, second by Kerr to accept the Selection & Reconsideration Policy as provided, replacing current policies, B, C, D, and E. Motion carried.** The Policy committee may want to revisit our current policy addressing Donations and Memorial Gifts (and Grants to a lesser extent), M, to determine whether we need to revise/keep the policy as the Selection & Reconsideration Policy contains language regarding gifts, donations, and memorials..
- Dan Smith & Company, PC, provided an overview, via ZOOM, of the 2021 Audit, and asserted that all financial statements were presented fairly and the library is in good standing.
- Following a discussion of the balance limit on the Library credit card, the Director and Treasurer Bennett will take a look at the financial pieces of our current credit card policy to determine what steps might be taken; i.e., having online access to the account, to remedy any problems.
- The Director reported that all tax reports for payroll have been filed.

CORRESPONDENCE: None

GRANTS, MEMORIALS, & DONATIONS: **Motion by Kerr; second by Bennett to accept grants and donations received since February 2022. Motion carried.**

UPDATES & REMINDERS: A meeting for all trustees to further discuss the draft strategic plan is scheduled for 9:00 a.m., April 15, 2022, prior to the regular Board meeting at 10:00 a.m. Please take a look at the rough draft action items document prepared by the Director beforehand.

TRUSTEE COMMENTS: None

PUBLIC COMMENTS: None

MEETING ADJOURNMENT: **Motion by Larson, second by Bennett to adjourn the meeting at 11:20 a.m. Motion carried.**

NEXT MEETING: Friday, April 15, 10:00 a.m., preceded by a Strategic Plan meeting at 9:00 a.m.

Respectfully submitted, Susan Larson, Secretary

Approved: