

BELLAIRE PUBLIC LIBRARY
MONTHLY MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
MAY 20, 2022

MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke (via ZOOM) and Director Cindi Place

TRUSTEE EXCUSED ABSENCE: None

CALL TO ORDER: President Edens called the meeting to order at 10:05 a.m.

PUBLIC COMMENTS: Carla & Gary Bart each offered comments on a particular display of books in the Library and book selection.

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

MINUTES: **Motion by Hirt, second by Bennett to approve the April 15, 2022 meeting minutes of the Board as presented. Motion carried.**

FINANCIAL REPORT: As of April 1, there was \$70,976.56 in the checking account. After adding income, payroll liability, and deducting expenses, there was a total of \$108,547.19 in the checking account on April 30, 2022. Adding the checking balance to CD, MMIA, and Prime Share accounts, we have a total of \$530,513.82. **Motion by Hirt, second by Kerr to approve the April 2022 financial report, as presented. Roll Call: Ayes: Bennett, Edens, Kerr, Luke, Hirt and Larson. Nays: None. Motion carried.**

LIBRARIAN'S REPORT:

Highlights provided by the Director:

- Circulation was up, due in large part to Libby and Hoopla. Usage was down but the low number could be explained by the faulty counter which has now been replaced.
- The Library sponsored a second Family Literacy Night on Thursday, May 12 with 22 in attendance. The Antrim Women's Alliance provided volunteers to help with the event.
- Bellaire Reads continues through June 18; on May 25, at 4:00 p.m. there will be a book discussion on FACEBOOK. Questions will be posted and participants can make comments on each post.
- Nikki will lead Crafternoon on May 26, at 4:00 p.m. Thread journals using hand embroidery will be created.
- "Oceans of Possibilities" is the theme for our Summer Reading Program. Two registration events will take place in early June, followed by the kick-off on June 16, at 10:00 a.m. at Richardi Park large pavilion, "Life in the Oceans" workshop by Mad Science of Detroit.

- On June 22, at 10:00 a.m., the Library is hosting Michigan Notable Author Lisa Sukenic who wrote *Miles from Motown*, a prose-poetry book for all ages.
- The Library was awarded a Library Services Technology Grant from the Library of Michigan for \$1649.00 to purchase advanced STEM items to supplement materials for the Kids Coding Club. The Club will begin meeting Saturday, June 25 at 10:00 a.m., and run every other Saturday through August. Our tech guru Gabe will be heading the group, with help from the library staff.

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

COMMITTEE REPORTS:

- The Policy Committee met on May 6, 2022 to review our Copier Use Policy and Acceptable Use Policy with regard to charges for scanning and copying and our Equipment Use Policy to take into account our Library of Things. Other policies were reviewed; revisions were limited to minor editorial changes and elimination of language that no longer applied. As follow-up to the meeting, the Director contacted the auditor regarding a line in our Purchasing Policy (FE) that called for three quotes for the purchase of capital assets and costs associated with building improvements, with an estimated value in excess of \$100.00. The auditor recommended a minimum amount of \$1,000, which is also in line with the amount for orders of Library materials and supplies not subject to Board approval. **Motion by Bennett, second by Luke to accept the policy changes recommended by the Policy Committee. Motion carried.**
- The Finance Committee met to discuss a possible salary increase for the Director. In light of the Director's outstanding performance, well-documented in her recent annual review, the Committee recommended a \$1,500 increase in her yearly salary. **Motion by Luke, second by Bennett to increase the Director's yearly salary by \$1,500, effective May 31, 2022. Roll Call: Ayes: Bennett, Edens, Luke, Hirt, Kerr, and Larson. Nays: None. Motion carried.**

OLD BUSINESS: The Strategic Planning Committee met on May 20, 2022 to begin review of the draft of the Strategic Action Plan for 2022-2026 prepared by the Director with staff input. The Committee will meet again (TBD) to complete its review and will present its recommendations to the full Board on July 15, 2022 at 9:00 a.m., followed by the regular Board meeting.

NEW BUSINESS: None.

CORRESPONDENCE: None

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

UPDATES & REMINDERS: Bennett will be absent from the June 17, 2022 Board meeting. Gabe will be out for a bit recuperating; any Trustee who would like to contribute to a "care package", please see the Director.

TRUSTEE COMMENTS: None

PUBLIC COMMENTS: Carla & Gary Bart complimented the Library on its programs and all that it offers to the community and made some closing comments about book selection and presentation.

MEETING ADJOURNMENT: **Motion by Bennett, second by Larson to adjourn the meeting at 11:35 a.m. Motion carried.**

NEXT MEETING: Friday, June 17, 2022 at 10:00 a.m.

Respectfully submitted,

Susan Larson, Secretary

Approved: June 17, 2022