

BELLAIRE PUBLIC LIBRARY  
MONTHLY MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
Date: September 20, 2024  
MINUTES

TRUSTEES ATTENDING: Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr, Sydney Luke and Director Tom Shilts attended via Zoom.

TRUSTEE EXCUSED ABSENCE: Diane Bennett

CALL TO ORDER: President Edens called the meeting to order at 10:17 a.m.

PUBLIC COMMENTS: None.

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

APPROVAL OF MINUTES: Motion by Kerr, second by Holtzmann to approve the regular September meeting minutes of the Board with the removal of the word 'Special,' which had been inadvertently added. Motion carried.

FINANCIAL REPORT: **Balance Sheet:** As of August 31, there was \$ 127,581.03 in the 4Front Checking Account. Adding the checking balance to the 3 CDs, LMCU and 4 Front Prime Share, plus Capital Improvements Fixed Assets we have total assets of **\$502,895.50**. Adding current Liabilities and Equity there was a total of **\$502,895.50** in Liabilities and Equity.

**P&L:** Income in August was **\$2,329.38**. Total expenses in August were **\$15,099.25** for a total net income of **\$ -12,769.87**. Also included are the **P&L for August YTD vs Budget**. August YTD Total income is **\$185,967.88**, and Expense is **\$132,245.83** for a Net Income of **\$53,722.05**. Overall income YTD is 117.2% above budget, and expenses are below budget (87%).

Motion by Holtzmann to approve the financial report, second by Kerr. Ayes: Edens, Hirt, Holtzmann, Kerr. Nays: None. Motion carried.

LIBRARIAN'S REPORT: Highlights from Director Shilts include the news that FOL brought in \$600 through the August used book sale.

- Programs:
  - Nature Ranger series concluded with a total of 18 attendees.
  - Upcoming event on October 23 will feature author Fleda Brown's poetry collection.
  - Fall program lineup has started; mixed attendance was noted, with eight attendees at Homeschool Discoveries but no participants at the first Kids Reading to Dogs or Teen Hangout sessions.
  - "Beyond Pumpkin Spice," a collaborative event with the Spice and Tea Exchange, is scheduled for October 24 at 6:30 pm.

- Grants:
  - A new ergonomic workstation, funded by the LTC grant, has been installed and is in use.
  - Work is ongoing on a grant proposal for the 100 Women Who Care initiative.
  
- Other Updates:
  - Commissioner Heffernan inquired about the Talking Book Library services; details were provided.
  - Reorganization of the adult fiction display area has been completed to improve access.
  - New Director's Workshop Pathway training was completed, covering legal, financial, and management topics.
  - The Barbara Roberts Bellaire Bridge Walk raised \$212, with 40 participants and six dogs.
  - Antrim County is active in promoting the millage election for the Public Safety Center.
  - A new Storywalk featuring Every Autumn Comes the Bear is set up at Antrim Conservation District.

COMMITTEE REPORTS: None.

OLD BUSINESS:

- Little Free Library in "Emma's Way" is up and running and was featured on front page of the Antrim Review.
- There is a request from Bellaire Hardware to pay 50% of the parking lot drain
  - Trustees recommend paying 25% because BPL uses only 25% of the spaces.
  - Action: Luke made a motion to offer to pay 25% of the bill (equating to \$675) out of the building maintenance fund. Holtzmann seconded. Motion carried.

CORRESPONDENCE: None.

NEW BUSINESS:

- MLA conference is upcoming. Nicki will attend on behalf of library.
- A homeschool group has requested to use library space for an art class. Trustees recommend they apply for use of the space per policy.

GRANTS, MEMORIALS & DONATIONS: \$500 donation from Marilyn Harrison

- Luke motioned to accept the donation; Kerr seconded. Motion carried.

UPDATES AND REMINDERS: None

PUBLIC COMMENTS: None.

TRUSTEE COMMENTS: Trustees recommended formal hand-off of officer duties ahead of an excused trustee's absence.

MEETING ADJOURNMENT: Motion by Luke, seconded by Holtzmann to adjourn meeting at 11:05 a.m. Motion carried.

NEXT MEETING: September 17, 2024.

Respectfully submitted, Sydney Luke, Trustee  
Approved  
9/21/24