

BELLAIRE PUBLIC LIBRARY
MONTHLY MEETING OF THE BOARD OF TRUSTEES
VIA ZOOM
DECEMBER 18, 2020

MINUTES

TRUSTEES ATTENDING VIA ZOOM ACKNOWLEDGING PRESENCE AND PLACE:

Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Sydney Luke, Susan Larson, and Director Cindi Place

TRUSTEE EXCUSED ABSENCE: None

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

PUBLIC COMMENTS: None

MINUTES: Motion by Kerr, second by Larson to approve the November 20, 2020 regular meeting minutes of the Board. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried. Motion by Bennett, second by Kerr to approve the December 9, 2020 special meeting minutes of the Board. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.

FINANCIAL REPORT: As of November 1, 2020, we had \$18,057 in the checking account. After adding income, payroll liability, deducting expenses, and adding a transfer of funds, there was a total of \$17,234 in the checking account on November 30, 2020. Adding the checking balance to CDs, MMIA, and Prime Share Accounts, we have a total of \$435,714. **Motion by Kerr, second by Bennett to accept the financial report as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

LIBRARIAN'S REPORT: Feedback from patrons has been positive for the most part regarding recent actions taken by the Library to continue serving the community during COVID. Curbside and locker service is moving smoothly along. Expanded reader's advisory services and limited technology support are also being provided.

Highlights:

- The Friends of Library have given the Library \$4,000 this year to use toward programming and materials. Their support during this time has been wonderful.
- Continuing programs: Monthly Family Craft Kits, Adult Card-of-the-Month kits, Snowbird Reading Challenge
- The MiLibrary Quest, an online mystery in which teens and tweens participate to

discover who “stole the Mackinaw Bridge”, begins in January 2021 and runs through February 14. The Bellaire library and over 100 other Michigan libraries are participating.

- Clubs - Tuesday Book Club is on hiatus and the Pageturners Book Club continues to meet via ZOOM. The knitting club is under reorganization.
- The Director has been accepted into the Next Level Leadership Program for Small and Rural Libraries at the University of Michigan (U of M). The program affords the Director an opportunity to improve her leadership skills and network with 14 other librarians across the state. Acceptance into the program comes with an initial \$1,000 grant for purchase of a laptop for the Library and personal travel, followed by a grant at the conclusion of the U of M program for \$1,000 to be used for a library program.
- The Library received funding through a STEM grant to purchase \$850 STEM kits, focusing primarily on K-6 graders.
- The Director is exploring the idea of conducting a podcast about the history of Bellaire and has been in contact with the Bellaire History Museum.
- The Director advocated joining HOOPLA, a digital media service that allows library patrons to borrow audiobooks, ebooks, movies, music, comics, and TV shows. It is similar to Overdrive/Libby, but offers many more copies of items, limiting the waiting time for borrowers. Funds in our book budget will be used to join HOOPLA in January 2021 for downloading ebooks and audiobooks, initially. The Library will still continue with Overdrive/Libby, paid through the Mid-Michigan Library League.

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

COMMITTEES:

- Policy - A hardcopy of last month's adopted procedures and policy for remote participation in public library board meetings was added to trustee folders held at the Library; other policies that have been approved over the last few months are also included. Board members can make arrangements for pickup or view them online on the Library's website. The Director will also add the recent approved policies to the Current Policy Folder in Google Docs; trustees can access those from their bplgmail accounts.
- Nominating - The committee will have a slate of officers to bring to a vote at the January 2021 Annual Meeting. Edens and Larson agreed to stay on as President and Secretary, respectively. Kerr accepted the nomination for Vice President and Bennett for Treasurer.

OLD BUSINESS:

- The Director shared a draft letter with minor Board input to be sent to the Antrim County Board of Commissioners regarding broadband needs in the community.
- The Library has a new contract for snow removal, using the same company as the L&R True Value hardware store.

NEW BUSINESS:

- The Board welcomed new trustee, Sydney Luke, from Forest Home Township.
- The Director will send Trustees a survey to determine the best day and time for 2021 Board meetings.

- The Library received additional cash gifts in November in memory of Dolores Cleo Steiner and Phyllis Crawford, and a cash gift in memory of Barb Rogers. The Flying Pig donated \$350 to the Library. **Motion by Bennett, second by Lee to accept the memorial funds and donations. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**
- The Library received a letter from the county regarding a legal case to which the Library may be a party. The Director will follow up for clarification.

UPDATES & REMINDERS: The Director's performance review is due in January 2021. Edens will send an evaluation form the first part of January for all trustees to fill out. The Director will provide Trustees with her year-end report.

PUBLIC COMMENTS: None

TRUSTEE COMMENTS: Trustees and newest Board member, Sydney Luke, introduced themselves and exchanged background.

MEETING ADJOURNMENT: **Motion by Larson, second by Bennett to adjourn the meeting at 11:25 a.m. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

NEXT MEETING: To be determined.

Respectfully submitted,
Susan Larson, Secretary
Approved: 1-15-21