

BELLAIRE PUBLIC LIBRARY
MONTHLY MEETING OF THE BOARD OF TRUSTEES
VIA ZOOM
FEBRUARY 19, 2021

MINUTES

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

TRUSTEE EXCUSED ABSENCE: None

CALL TO ORDER: President Edens called the meeting to order at 10:04 a.m.

PUBLIC COMMENTS: None

APPROVAL OF AGENDA: **Motion by Larson, second by Kerr to approve the agenda as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

MINUTES: **Motion by Hirt, second by Kerr to approve the January 15, 2021 annual meeting minutes and the January 15, 2021 regular Board meeting minutes as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

FINANCIAL REPORT: As of January 1, 2021, we had \$29,120.39 in the checking account. After adding income, payroll liability, deducting expenses, and adding a transfer of funds, there was a total of \$52,126.85 in the checking account on January 31, 2021. Adding the checking balance to CDs, MMIA, and Prime Share Accounts, we have a total of \$471,246.19. **Motion by Luke, second by Hirt 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:

Highlights provided by the Director:

- The Library started a Gratitude Journal program, with 4 adult participants so far.
- On March 1, 2021, the Great Michigan Reads reading program begins with What the Eyes Don't See, the true story of the Flint water crisis, by Dr. Mona Hanna-Attisha. Registration for young adults and adults will begin the last week of February. Also beginning March 1, the Library is sponsoring "Read Native 2021", focusing on books by and for Native Americans.

- The Director has applied for several grants aimed at (1) a summer reading program for K-12, (2) two sessions of Bellaire Reads, and (3) the purchase of two additional HP Chromebooks.
- The Director will begin interviewing applicants for the part-time library clerk position the last week in February.

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

COMMITTEE REPORTS: The Ad-hoc Bylaws Committee met January 19, 2021 to review the current bylaws and propose updates where necessary. The Finance Committee met February 5, 2021 to discuss wage increases for 2021 and its recommendations to the Board.

OLD BUSINESS: The Finance Committee presented its recommendations regarding wage increases for 2021. **Motion by Luke, second by Bennett to approve the wage increases as presented in proposal 2 with modification. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried. Motion by Larson, second by Lee to amend the prior motion to read, "approve the proposed staff wage increases for 2021 as presented in proposal 2 with modification and two weeks of vacation time for the Director". Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.** Edens will review the current personnel policy and, if necessary, propose new language with regard to vacation time.

NEW BUSINESS:

- **Motion by Bennett, second by Hirt to amend the Bylaws as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sidney Luke. Nays: None. Motion carried.**
- **Motion by Bennett, second by Kerr to accept the updated Trustee Goals as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None.**
- Discussion/formulation of a new strategic plan is tentatively scheduled for October 2021. Director Place will send a digital copy of the most recent plan to all trustees. If trustees would like a hard-copy, email the Director.

CORRESPONDENCE: Edens sent a thank-you letter to Kay Rankin for her long service as President of the Friends of the Library.

GRANTS, MEMORIALS, & DONATIONS: **Motion by Bennett, second by Larson to accept a donation from the Hoyt family. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

UPDATES & REMINDERS: Trustees should review the 2020 Audit report prior to the March 19, 2021 Board meeting and complete Fidelity Bond paperwork.

TRUSTEE COMMENTS: None.

PUBLIC COMMENTS: None

MEETING ADJOURNMENT: **Motion by Bennett, second by Larson to adjourn the meeting at 11:27 a.m. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, Sydney Luke. Nays: None. Motion carried.**

NEXT MEETING: Friday, March 19, 2021, 10:00 a.m.

Respectfully submitted,
Susan Larson, Secretary
Approved: