BELLAIRE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
Date: Friday August 22, 2025
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Pam Cignick, Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr, Director Tom Shilts.
EXCUSED ABSENCE: none

CALL TO ORDER: President Edens called the meeting to order at 9:35 am
PUBLIC COMMENTS: none
APPROVAL OF AGENDA: **Motion by Kerr, second by Holtzmann to approve the agenda. Motion carried.**
APPROVAL OF MINUTES:**Motion by Kerr , second by Holtzmann to approve the July, 2025 regular meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for July 2025 presented. Balance Sheet: As of July 31, there were total assets of $531,784.94. There was $531,784.94. in Total Liabilities and Equity. Income in July was $16,292.43. Total expenses in July were $19,164.66 and total net income for the month of - $2,872.23. New CD investments maturity Date changes as follows: Huntington #0429 matures 6.23.26; Huntington#0432 matures 10.21.25; Lake Michigan Credit Union matures 12.17.26 . M**otion by Holtzmann, second by Kerr to approve the July Financial report. Motion carried.**

LIBRARIAN'S REPORT: Shilts reports a large increase in usage and circulation for the month of July and August. Summer Reading program hit all-time record of 113 young people signed up. Field Trips for Grown-Ups, author presentations and Friends book sale were all successful programs. Pilcrow Foundation grant contributed boxes of books for children's non fiction. Replacements for hot spots by T-Mobile were received. See Director report for more details. Check website for updates on events and library news.

COMMITTEE REPORTS:

- Finance Committee:

  Proposed amended budget for 2025 presented with adjustments in income, circulating materials, training.

  Recommended budget changes for 2026 include: adjustment to supplies and programing line items.

  Interim compensation proposal for board approval presented.
- Policy Committee- none
- Search Committee-Job Description for Library Director presented. **Motion by Kerr , second by Holtzmann to approve job description;** Sites for posting the Director opening and special gmail for application reviews by board presented.

OLD BUSINESS:

Errik Cornell memorial of $2000 M**otion by Holtzmann, second by Kerr to accept The Errik Cornell memorial of, $2000 to be used to purchase chair and ottoman for library lounge area. Motion carried.**

Legal notices of budget hearing to be posted by September 5th; for publication by September 11th, in the Antrim Review.

NEW BUSINESS:

- New board trustee, Pam Ciganick, took Oath of Office.
- 2025 amended budget. **Motion by Kerr, second by Holtzmann to approve 2025 amended budget as presented. Motion carried.**

CORRESPONDENCE: none

GRANTS, MEMORIALS & DONATIONS: **Motion by Ciganick, second by Holtzmann to accept following memorials:**

$1000 for Betty Hoover, $50 for Mark Gardner, $100 for Mark Gardner, $2500 for Mark Gardner, $30 for Mark Gardner, $100 for Mark Gardner, $25 for Mark Gardner, $100 for Mark Gardner. One hundred seventy dollars donation from Antrim Writers Series, author book sale event. Motion carried.

UPDATES AND REMINDERS:
Budget Hearing proposed template to be ready September 19th.
100 Women September 4th.
MMLL conference in Cadillac September 11th.
Bridge Walk Labor Day Monday September 1st.

TRUSTEE COMMENTS: Gooby party for Tom Shilts Tuesday September 2nd.

PUBLIC COMMENTS:none

MEETING ADJOURNMENT: **Motion by Ciganick, second by Holtzmann to adjourn meeting at 11:16 am. Motion carried.**

NEXT MEETING: September 19, 2025.

Respectfully submitted, Diane Bennett, Secretary
Approved
9/19/2025