

BELLAIRE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
Date: Friday October 17, 2025
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Pam Ciganick, Mary Edens, Sue Holtzmann, Lee Kerr, interim Director Dawn DeHeer.

EXCUSED ABSENCE: Don Hirt

CALL TO ORDER: President Edens called the meeting to order at 9:30 am

PUBLIC COMMENTS: none

APPROVAL OF AGENDA: **Motion by Kerr, second by Holtzmann to approve the agenda as amended. Motion carried.**

APPROVAL OF MINUTES: **Motion by Holtzmann, second by Ciganick to approve the September 19, 2025 minutes of the Budget Hearing of the Board of Trustees. Motion carried. Motion by Kerr, second by Holtzmann to approve the Regular Meeting minutes of the Board from September 19, 2025. Motion carried.**

FINANCIAL REPORT: Financial Report for September 2025 presented. Balance Sheet: As of September 30, there were total assets of \$511,808.17. There was \$511,808.17. in Total Liabilities and Equity. Huntington CD #0432 matures 10/21/25 and will plan transfer of those funds then.

Profit and Loss September 2025 showed Income of \$4,896.37 and total expenses in September were \$14,565.83. Comparing Year to Date income to budget, we are 99.7% of the original budget and total expenses are 77% of the budgeted expenses for the year. **Motion by Ciganick, second by Kerr to accept the September Financial report. Motion carried.**

LIBRARIAN'S REPORT: DeHeer reports a large increase in usage and small increase in circulation for the month of September. Author, Barb Naumes, held a book signing and reading. Home School Discoveries hosted by intern, Nick Butler, was held. Harvest Festival events well received. Family Literacy with Wanda Degan rescheduled. Book leasing Company, Baker & Taylor company is dissolving. Trustees will look to find funding to replace the loss of funds for books ordered that are still needed. Check website for updates on events and library news.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee- Meeting room additions to policies presented.
- Search Committee- Posting closed on October 7th. Review applications and interviews to be determined.

OLD BUSINESS:

- Strategic Plan tabled until November.

- Charging table communications to County will be drafted.
- More posting and research needed to fill cleaning vacancy.

CORRESPONDENCE: none

NEW BUSINESS:

- Meeting Room (Area) Policy amendment. **Motion by Holtzmann, second by Ciganick to adopt amendments to the Meeting Room (Area) policy. Motion carried.**
- Security cameras research to be explored for purchase or obtained.
- Friends of Library to change auction format leaning towards experiences instead of baskets.
- Display and Exhibit Policy presented. **Motion by Kerr, second by Holtzmann to adopt amendments to the Bellaire Public Library Display and Exhibit policy. Motion carried.**

GRANTS, MEMORIALS & DONATIONS: none

UPDATES AND REMINDERS: none

PUBLIC COMMENTS: none

TRUSTEE COMMENTS:

- Donations for FOL fundraiser auction.
- Appreciation for Breast Cancer display.
- Thank You for Cindi Place assistance for Director duties.
- Wish list for donations and endowments sought.
- Thank yous sent to Representative and Senator for supporting LSTA funding for MeL

MEETING ADJOURNMENT: **Motion by Kerr, second by Holtzmann to adjourn meeting at 11:12 am. Motion carried.**

NEXT MEETING: November 21, 2025.

Respectfully submitted, Diane Bennett, Secretary

Approved
11/21/2025