

BELLAIRE PUBLIC LIBRARY
REGULAR MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
Date: Friday September 19, 2025
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Pam Cignick, Mary Edens, Don Hirt, Sue Holtzmann, interim Director Dawn DeHeer.
EXCUSED ABSENCE: Lee Kerr

CALL TO ORDER: President Edens called the meeting to order at 9:37 am

PUBLIC COMMENTS: none

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

APPROVAL OF MINUTES: **Motion by Holtzmann, second by Hirt to approve the August 22, 2025 regular meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for August 2025 presented. Balance Sheet: As of August 31, there were total assets of \$521,708.66. There was \$521,708.66. in Total Liabilities and Equity. Huntington CD #0432 matures 10/21/25 and will plan transfer of those funds then. Income in August was \$2,664.31 and total expenses in August were \$12,824.58. comparing Year to Date income to budget, we are 99.2% of the original budget and total expenses are 69% of the budgeted expenses for the year. **Motion by Ciganick, second by Holtzmann to approve the August Financial report. Motion carried.** Income account reporting to be sent to committee to examine account labels for 2026 year.

LIBRARIAN'S REPORT: DeHeer reports a decrease in usage and small increase in circulation for the month of August. Author Desiree Cooper well attended programs. Tom Shilts farewell party was well attended. Annual Bridge walk raised \$223. Other programs include Harvest Festival, Family Literacy, Story Walk. Library Intern, Nick Butler, started. New T-Mobile hot spots replaced. See Director report for more details. Check website for updates on events and library news.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee- meeting room and Building policy to go to committee for revision.
- Search Committee- posted until October 7th. Review applications and interviews to be determined.

OLD BUSINESS:

- Amended 2025 budget proposal. **Motion by Holtzmann, second by Ciganick to approve amended 2025 budget. Motion carried.**

- Moving charging table to County Building. Bennett to confer with DeHeer to draft a proposal to county.

NEW BUSINESS:

- 2026 budget proposal. **Motion by Holtzmann, second by Ciganick to approve proposed 2026 budget. Motion carried.**

CORRESPONDENCE: Milam email letter to Board. Shilts letter of resignation as Library Director.

GRANTS, MEMORIALS & DONATIONS: **Motion to accept memorials for Mark Gardner of \$50, \$30, \$100, \$40, \$200, \$100 from various individuals. Motion by Holtzmann, second by Hirt to accept all memorial donations. Motion carried.**

UPDATES AND REMINDERS:

TRUSTEE COMMENTS: Schedule Open Meetings Act orientation with interim Director DeHeer and Intern Nick Butler. MLA letter on MEL . Comments about MMLL Meeting held on September 11.

PUBLIC COMMENTS:none

MEETING ADJOURNMENT: **Motion by Holtzmann, second by Hirt to adjourn meeting at 11:25 am. Motion carried.**

NEXT MEETING: October 17, 2025.

Respectfully submitted, Diane Bennett, Secretary
Approved
10/17/2025