

BELLAIRE PUBLIC LIBRARY
MONTHLY MEETING OF THE BOARD OF TRUSTEES
VIA ZOOM
NOVEMBER 20, 2020

MINUTES

TRUSTEES ATTENDING VIA ZOOM: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson, and Director Cindi Place. Guest: Michelle Valuet, former Board member and Treasurer

TRUSTEE EXCUSED ABSENCE: None

CALL TO ORDER: President Edens called the meeting to order at 10:01 a.m.

PUBLIC COMMENTS: None

MINUTES: Motion by Bennett, second by Edens to approve the October 16, 2020 meeting minutes of the Board. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None. Motion carried.

FINANCIAL REPORT: As of October 1, 2020, we had \$16,245 in the checking account. After adding income, payroll liability, deducting expenses, and adding a transfer of funds, there was a total of \$18,057 in the checking account on October 31, 2020. Adding the checking balance to CDs, MMIA, and Prime Share Accounts, we have a total of \$442,069. The CD at Huntington Bank matured on October 30, 2020. The interest earned, \$2,752.00, and the principal of \$172,000 was invested in a 12-month CD at 4Front Credit Union on October 30, 2020 with an APY of .65%. **Motion by Larson, second by Bennett to accept the Financial report as presented. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None. Motion carried.**

LIBRARIAN'S REPORT: In light of the surge in Covid-19 cases in the county and elsewhere in Michigan, the library closed mid-day on November 18 for in-person service and moved to curbside only. The library hopes to reopen December 9.

Other highlights:

- The Fa-BOO-lous Halloween Science Zoom event on October 28th was awesome. Fifteen children attended from the Bellaire Public Library (BPL) as well as 5 adults and others from local libraries (Kalkaska, Alden, and Central Lake).
- Continuing programs: Monthly Family Craft Kits, Adult Card-of-the-month kits, Norte/BPL Bike Library, Ready-to-go Backpacks, Snowbird Reading Challenge
- BPL will again participate in a MiLibraryQuest event for teens to take place in January 2021.

- The Director has applied for a Libraries Transforming Communities Grant to be used to support a Bellaire Reads Program this spring or early summer and a \$3,000 competitive grant through the American Library Association for summer reading.
- The 2020 State Aid Report has been filed and accepted. Antrim County issued the new penal fine rate notification; we are on track with what was budgeted.
- The Director acquired, on donation, two easy chairs and a loveseat from the Boyne District Library, to replace and add to our existing furniture.
A complete Librarian's Report is available at the Library.

COMMITTEES: No reports.

OLD BUSINESS: A board trustee from Forest Home Township is still needed. Edens requested suggestions on how we might approach the search differently.

NEW BUSINESS:

- Welcome to Don Hirt and Lee Kerr as new trustees representing Kearney Township.
- In light of Valuet's resignation from the Board and no immediate replacement for Treasurer, the Board discussed the Treasurer's responsibilities and how to proceed.
Motion by Lee, second by Larson to accept an interim plan for the Director to prepare the monthly financial report with Eden overseeing. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None. Motion carried.
Motion by Bennett, second by Larson to terminate the Treasurer's online banking access at Huntington Bank. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None. Motion carried.
- **Motion by Larson, second by Hirt to amend the Investment Policy as indicated. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None. Motion carried.**
- Ad-hoc committees needed to address the nomination of a new slate of officers, update existing by-laws and explore building expansion was discussed. Edens nominated Bennett to chair the nominating committee, with Lee and Edens participating. Larson will chair the by-laws committee, with Hirt and Edens. Edens, Lee, and Bennett will serve on the building committee. Edens suggested former BPL Director Jane Gyulveszi and Friends President Kay Rankin be invited at some point to participate on the ad-hoc building committee, as well as other community members. **Motion by Hirt, second by Lee to approve the creation of the three ad-hoc committees and named Board members. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None**
- The Library received cash gifts in memory of Dolores Cleo Steiner and Phyllis Crawford, and donations from Carol Love for use of Wi-Fi, and Ron McDonald for the general fund in October. **Motion by Bennett, second by Lee to accept the memorial funds and donations. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None**

- A password is no longer needed for patrons to use the Library's open Wi-Fi. Staff have a separate secure line, closed Wi-fi, to conduct business. Given that 50% of Antrim county residents do not have internet service, the Director suggested that a letter be sent to the county advocating that it investigate and support larger broadband service in the area. The Director will draft a letter.

UPDATES & REMINDERS:

- There is a new trustee roster and a new updated Trustee manual for all Board members.
- **Motion by Bennett, second by Lee to move the date of the December 2020 Board meeting from December 11 to December 18, given a scheduling conflict by the Director. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None.** The Director will post the date change on Facebook and on the Library's website.

PUBLIC COMMENTS: None

TRUSTEE COMMENTS: Edens advised the Board that the Bellaire Ladies Literary Club had sent a letter thanking the Library for its service to the community. Edens recommended that the more seasoned Board members take a look at the Library of Michigan's Advanced Trustee Workshop.

MEETING ADJOURNMENT: **Motion by Larson, second by Bennett to adjourn the meeting at 11:30 a.m. Ayes: Diane Bennett, Mary Edens, Don Hirt, Lee Kerr, Susan Larson. Nays: None.**

NEXT MEETING: Friday, December 18, 2020 at 10:00 a.m.

Respectfully submitted,
Susan Larson, Secretary
Approved: December 18, 2020