

BELLAIRE PUBLIC LIBRARY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI  
Date: Friday, November 21, 2025  
MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr, Director Dawn DeHeer.

EXCUSED ABSENCE: Pam Ciganick

CALL TO ORDER: President Edens called the meeting to order at 9:33 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 Kerr to approve the October 17, 2025 minutes of regular Board of Trustees meeting. Motion carried. Motion by Holtzmann, second by Kerr to approve Special Meeting minutes of the Board from October 27, 2025. Motion carried.**

FINANCIAL REPORT: Financial Report for October 2025 presented. Balance Sheet: As of October 31, there were total assets of \$503,852.45. There was \$503,852.45. in Total Liabilities and Equity. Huntington CD #0432 of \$52,835.42 matures 02/25/26 and will plan to reassess those funds then.

Profit and Loss October 2025 showed Income of \$1,030.84 and total expenses in October were \$10,818.68. Comparing Year to Date income to budget, we are 101.1% of the original budget and total expenses are 96% of the budgeted expenses for the year. **Motion by Holtzmann, second by Bennett to accept the October Financial report. Motion carried.** Approved payment of bills as listed.

LIBRARIAN'S REPORT: DeHeer reports a usage and circulation for the month of October down. Home School Discoveries hosted by intern, Nick Butler, was held. Family Literacy with Wanda Degan very well attended event. Collaboration with Fleda Brown author of book of poetry held at BeeWell well attended. Collaboration with Bellaire Historical Society for writing project to come. Check website for updates on events and library news.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee: none

OLD BUSINESS:

- Strategic Plan examined and plans to revisit next year.
- Charging table communications to County Building will be drafted.
- Cleaning vacancy filled.

- New Meeting and Display Policies revised handout was given to trustees.
- Security cameras purchase tabled pending more research on availability.

CORRESPONDENCE:

- Mary Thank You response Senator Damoose.
- Acceptance letter from DeHeer as new director.

NEW BUSINESS:

- Acceptance letter from DeHeer as new director. **Motion by Kerr, second by Holtzmann to accept DeHeer letter of acceptance for Director start date of November 1, 2025.**
- Light Up the Night event of December 6th and Friends of Library auction planned.
- To develop Slate of Officers of Board of Trustees 2026.

GRANTS, MEMORIALS & DONATIONS:

- Donation of Mary Manville engraving value \$25
- Mark Gardner memorial \$25
- **Motion by Kerr, second by Holtzmann to accept donation of engraving. Motion carried.**
- **Motion by Kerr, second by Holtzmann to accept the memorial of \$25 for Gardner. Motion carried.**

UPDATES AND REMINDERS: Light Up the Night December 6th.

PUBLIC COMMENTS: none

TRUSTEE COMMENTS:

- Friends group and Welcome packets to be assembled.

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

NEXT MEETING: December 19, 2025.

Respectfully submitted, Diane Bennett, Secretary

Approved  
12/19/2025