

BELLAIRE PUBLIC LIBRARY
MONTHLY MEETING OF THE BOARD OF TRUSTEES
AT: 111 SOUTH BRIDGE STREET, BELLAIRE, MI
SEPTEMBER 18TH, 2020

MINUTES

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Debbie Truckey, Michelle Valuet, and Director Cindi Place

TRUSTEE EXCUSED ABSENCE: Susan Larson

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

PUBLIC COMMENTS: None

MINUTES: **Motion by Valuet, second by Truckey to approve the August 21, 2020 Board minutes with corrections. Motion carried.**

TREASURER'S REPORT: As of August 1, 2020, we had \$16,707 in the checking account. After adding income, payroll liability, deducting expenses there was a total of \$2,763 in the checking account on August 31, 2020. Adding the checking balance to CD's, and MMIA, Prime Share Account, we have a total of \$457,933. **Motion by Bennett, second by Truckey to accept the Treasurer's report as presented. Role Call vote. Motion carried.** Treasurer Valuet noted that transfer of funds to checking was not posted until September 1st.

LIBRARIAN'S REPORT: Our monthly change usage and circulation has had a good increase from last month. Family craft kits continue to be very popular. Family Literacy backpacks are ready to be checked out with educational curricular themes for grades K-5. Child BPL library cards are now available. Staff has been adjusting hours and working well. Financial discussion for processing funds with a Square account was added to Old Business. Technology help sponsored by MMLL was well utilized. *A complete Librarian's Report is available at the Library.*

COMMITTEES:

Financial: Budget for 2021 proposed by treasurer Valuet.

OLD BUSINESS:

- Discussion of a Square account to accept credit/debit card payments for handling money which provides protection for staff and allows online payments. **Motion by Bennett, second by Valuet to set up a Square account for online payments. Motion carried.**
- **Motion by Valuet, second by Truckey to accept changes to LibraryHours and Closure Policy.** Library hours will be determined on an annual basis by the Board of Trustees. Listed closure days and holidays included in policy.

NEW BUSINESS:

- **Motion by Valuet to approve the 2021 proposed budget with a fund balance expenditures of \$147,700 as shown on the proposed budget. Seconded by Truckey. Roll Call vote(included Edens). Motion carried.**
- **Motion by Valuet to open an account and CD at Lake Michigan Credit Union. Second by Bennett. Signing parties include Treasurer, Valuet; President, Edens; and Secretary, Larson.**
- Current Responsibilities of Bellaire Public Library Treasurer was presented by Valuet. Bi-Monthly, Monthly, Quarterly, and Annually duties were outlined. Valuet also included a report form for monthly Treasurer's reports, Payroll Liability report, Investment Report, calculations of Unassigned and Assigned Funds, and Millage Tax allocations.
- **Motion by Valuet, second by Truckey to approve Director Cindi Place as MMLL trustee for Antrim and Leland Counties.** Considerations for time off to allow attendance to meetings accepted.

UPDATES & REMINDERS: By laws need updating.

PUBLIC COMMENTS: none

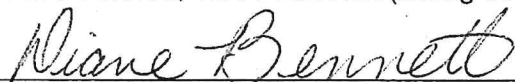
TRUSTEE COMMENTS:

- A thank You from Marty Harris for parting gift was read.
- Edens requested help for garden weeding around the Library.
- Harvest Festival Scarecrow and pumpkin painting craft will be featured on 9&10 news.
- Michigan Virtual Zoom meeting went well with fundraising ideas from our Director Cindi Place.
- Board Meeting monthly times and days are flexible and posted, encouraging new board volunteers.

MEETING ADJOURNMENT: Meeting was adjourned by President Edens at 11:47

NEXT MEETING: Friday October 16th, 2020 at 10:00 a.m.

Respectfully submitted,
Diane Bennett, Vice President (acting secretary)



Approved:

Mary Edens, President
