

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

TRUSTEES ATTENDING: Diane Bennett, Mary Edens, Don Hirt, Sue Holtzmann, Lee Kerr, Sydney Luke, Director Tom Shilts.

TRUSTEE EXCUSED ABSENCE: none

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. Motion carried.**

APPROVAL OF MINUTES: **Motion by Holtzmann, second by Kerr to approve the January 10, 2025 annual meeting minutes of the Board. Motion carried. Motion by Luke, second by Kerr to approve the January 10, 2025 regular meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for January 2025 not available at this time.

LIBRARIAN'S REPORT: Highlights from Director Shilts include increase in usage because library programs were well attended and a small dip in circulation.

- Several successful programs occurred during the month.
- Revision of policy and procedures for library cards for minors were presented.
- Additional points are included in the February Librarian's Report.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee- Met, 1/17/25 made recommendations to the following:
 - Reviewed new 'State' guidelines requiring changes on *Personnel*; - *sick time, (Z3)* new guidelines incorporated, but need to review again for other descriptions of valid sick leave. .
 - *Circulation of Library of Things (LOT) (N 1)* added new requirements and guidelines, with daily fine for hot spots.
 - Regular *Library Card Application and Minor Card Application* in **Library Card (G1)** policy revised and presented. Recommend a few more changes to the format.
 - *Library Behavior at Board of Trustees Meetings* for Public attendees presented and merged into (J1) *Library Behavior Policy*. **Motion by Luke, second by Kerr to approve. Motion carried.**
 - *Request for reconsideration form* in **Selection and Reconsideration Policy B-9)** additions of signature and date. **Motion by Kerr, second by Holtzmann to approve. Motion carried.**

- *Unattended Children* policy (K-1) revised. **Motion by Kerr, second by Holtzmann to approve. Motion carried.**

OLD BUSINESS:

LTC Grant for Accessible STEAM bench. Discussed grant procedure policy (D-1)
Attorney A Seuryneck response draft for reconsideration presented.
Year of 2025 Library Calendar of hours open.

NEW BUSINESS: Flagpole donation suggested by Tom Comfort.

Trustees Oath of Office for the 2025 year administered by Dawn DeHeer.

Scholarship For MLA Director workshop of \$800 .**Motion by Kerr, second by Luke to accept scholarship. Motion carried.**

CORRESPONDENCE: Newspaper clipping from Karlane Belaire about early library building.

GRANTS, MEMORIALS & DONATIONS: Memorials for Irene Jean Schoof: Gary Steiner \$100, Caren Parker \$50, Barbara Haller \$25, Paula Richter \$25.

Donations: Antrim Women’s Alliance \$1000 and \$25.

Motion by Holtzmann, second by Kerr to accept the donations and memorials as listed. Motion carried.

UPDATES AND REMINDERS: Friends group upcoming activities posted.

TRUSTEE COMMENTS: Antrim Writers’ Series reminder

PUBLIC COMMENTS: none

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

NEXT MEETING: March 21st, 2025.

Respectfully submitted, Diane Bennett, Secretary

Approved
3/21/2025