

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

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

TRUSTEE EXCUSED ABSENCE: Lee Kerr, Sydney Luke

CALL TO ORDER: President Edens called the meeting to order at 9:30 am

PUBLIC COMMENTS: none

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

APPROVAL OF MINUTES: **Motion by Holtzmann, second by Hirt to approve the February 21, 2025 regular meeting minutes of the Board. Motion carried.**

FINANCIAL REPORT: Financial Report for January 2025 was corrected and presented.

Balance Sheet: As of Jan 31 there were total assets of \$522,675.56 there was \$522,675.56 in Total Liabilities and Equity. Income in January was \$66,467.50. Total expenses in January was \$13,472.40 for a total net income for the month of \$ 52,995.10.

February we have total assets of \$552,052.74 and \$552,052.74 Total Liabilities and Equity. Income in February was \$47,918.51. Total expenses in February was \$18,811.20 for a total net income for the month of \$29,107.31 **Motion by Bennett, second by Holtzmann to approve the January and February Financial report. Motion carried.**

LIBRARIAN'S REPORT: Highlights from Director Shilts include increase in usage 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.
- High Schooler, Chloe Taylor, began job shadowing.
- Patron request for consideration for "Ask for Andrea" by Noelle Ihli
- Additional points are included in the February Librarian's Report.

COMMITTEE REPORTS:

- Finance Committee: none
- Policy Committee- Presented Policy Revisions

OLD BUSINESS:

Policy Changes as follows:

Changes on *Personnel*; - *sick time, (Z3)*

Motion by Holtzmann, second by Hirt to approve policy change. Motion carried.

- Regular *Library Card Application and Minor Card Application* in **Library Card (G1)** Motion by Holtzmann, second by Hirt to approve policy change. Motion carried.
- *Library of Things Policy (N1, N2, N3)* Motion by Holtzmann, second by Bennett to approve Policy change. Motion carried.

NEW BUSINESS:

Audit report via Zoom with Chrissy from Dan Smith & Co. Complete Audited Financial Statements for the year ended December 31, 2024 available.

“Rotating Reads Book Leasing” from Baker & Taylor presented for one year. **Motion by Holtzmann second by Hirt to order plan B1 of 120 books per year for \$2410.80. Motion carried.**

Compact Shelving cost estimates for three possibilities presented. Rolling shelving system to free up floor space considered. Cost and grant opportunities to be considered tabled.

CORRESPONDENCE: none

GRANTS, MEMORIALS & DONATIONS: Memorials for Irene Jean Schoof: \$100 from Bonita Richards. **Motion by Holtzmann, second by Hirt to accept the donations as listed. Motion carried.**

UPDATES AND REMINDERS:none

TRUSTEE COMMENTS: Federal funding proposal discussed.

PUBLIC COMMENTS: none

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

NEXT MEETING: April 18th, 2025.

Respectfully submitted, Diane Bennett, Secretary

Approved

4/18/2025