

## BREMEN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

April 28<sup>th</sup>, 2025

4:30 P.M.

*Kate Blakely, Interim Director*

*Board Members Present:*

- *Jennifer Heiter*
- *Rhonda McIntyre*
- *Joyce Graybill*
- *Brad Yoder*
- *Jana Gunter*
- *Cyndy McKenzie*

The meeting was called to order by Cyndy McKenzie at 4:30 P.M.

### Monthly Business

Brad Yoder made the motion to approve the March 2025 Board minutes and the April 14<sup>th</sup> special meeting. Jen Heiter seconded. The motion passed.

Cyndy McKenzie made the motion to approve the bills as presented, and Joyce Graybill seconded. The motion passed.

There was no transfer of funds.

The Interim Director of the Library gave her report.

### Old Business

1. Jen Heiter shared the progress in the Library Director Search.
2. Brad Yoder shared four building issues.
  - a. Sanitary Sewer      Restroom plumbing issues. 4-29 Core Mechanical will send a camera through the line
  - b. Storm Sewer      There will have to be excavation and drain line hook ups to help with the sink holes.
  - c. Leak along graphic novel shelves in the children's department still assessing
  - d. The bay window outside the adult library needs to be addressed.
3. Cyndy McKenzie shared transition team duties and reassignments due to Sara Hill stepping back and Shelli Kauffman retiring. Sonia Hernandez will be the interim adult head librarian.
4. Joyce Graybill made a motion to approve transition team and staff bonuses in the amounts of \$1,200, \$600. And \$300. totaling \$7800. Jen Heiter seconded. The motion passed.
5. There was no old business.

### New Business

1. Cyndy McKenzie made the motion to approve hiring of temporary summer staff. Rhonda McIntyre seconded the motion was passed. There will be two adult part time positions and one student intern.
2. Jen Heiter made the motion to approve the raising of Non-Resident Card fees to \$90, to be following state code. Joyce Graybill seconded. The motion passed.

3. Discussion of a grievance policy will continue after we see if there are policies that are readily available to libraries.
4. The Executive Session will be held on Monday, May 5<sup>th</sup> at 4:30.

There being no further business, the meeting was adjourned at 5:37 PM.

## **Bremen Public Library Special Meeting**

April 14, 2025

4:30 PM

### **Board Members Present**

- Cyndy McKenzie
- Joyce Graybill
- Jana Gunter
- Jen Heiter
- Rhonda McIntyre

The meeting was called to order by Cyndy McKenzie at 4:30 PM.

### **Special Meeting Agenda Items**

1. Shelli Kauffman resignation and awarded vacation hours.
  - a. Cyndy McKenzie made the motion to approve the resignation with regrets and Jen Heiter seconded. The motion passed unanimously with all board members present thanking Shelli.
2. Appoint new Interim.
  - a. After much discussion Kate Blakely was selected to be Interim Librarian until a new Librarian is hired. Rhonda made the motion to approve and Jana Gunter seconded. The motion was approved unanimously.

There being no further business to discuss the meeting was adjourned at 4:59 PM.

Next meeting April 28<sup>th</sup> at 4:30 PM.