

BENZIE SHORES DISTRICT LIBRARY BOARD
MINUTES OF DECEMBER 13, 2023, REGULAR MEETING

The meeting was called to order at 9:04AM by Jennie Schmitt at the BSDL.

Present: Trustees, Ginny Freeman, Jon Hawley, Jim Larsen, Jennie Schmitt, Laura Reznich, and Claudia Bailey; Stacy Pasche, Library Director; Jennifer Balcolm, Mid Michigan Library League (MMLL) Director.

Absent: Brian Johnson, Trustee

Approval of Agenda: Motion by Jon Hawley/Jim Larsen to approve the agenda as presented. Motion carried, unanimous.

Public Input: None

Approval of Minutes: Motion by Jim Larsen/Claudia Bailey to approve the minutes of the November 8, 2023, regular board meeting as written. Motion carried, unanimous.

Treasurer's Report: Motion by Jim Larsen/Claudia Bailey to approve the November treasurer's report as presented. Motion carried, unanimous.

Approval of Monthly Bills: Motion by Jon Hawley/Laura Reznich to authorize the November disbursements as listed and attached to the minutes. Motion carried, unanimous.

Library Director's Report: Stacy reported on November. See attached report. She also elaborated on the county's Broadband Task Force of which she is now a part.

Committee Reports:

Finance - Visit from MMLL Director - Jennifer Balcolm gave a presentation on Fund Balance. We need to create a fund balance policy. We can ask Foster Swift for a template policy.

Old Business:

1. Landscaping Updates - Motion by Ginny Freeman/Jon Hawley to approve the contract with Designs in bloom to maintain the planting beds in the Harmony Garden during 2025-2026 (2024-2025 is already included in our previous contract with Designs in Bloom). Motion carried, unanimous. See attached contract. We had already budgeted for increased gardening expenses.

New Business:

1. Bookkeeping Services - Discussion - We received a letter from our bookkeeper Karen Denis regarding the challenge of filing W2's and 1099's electronically, something that the IRS is requiring if we want to avoid the assessment of a possible fee. Her current software does not support this. Stacy will talk with Karen about whether she wants to continue to work with us.

2. Meeting Room Policy:p

a) **Motion** by Laura Reznich/Jim Larsen to approve the changes to the Library Room Use and Reservation Policy as presented. Motion carried, unanimous.

b) **Motion** by Jim Larsen/Laura Reznich to approve the purchase of a room reservation software package from LocalHop, a Michigan company that caters to libraries. Motion carried, unanimous. The Friends of the Library will likely cover this expense. The LocalHop quote is attached.

The meeting was adjourned at 10:32AM.

Respectfully submitted,
Ginny Freeman, Secretary