

MINUTES OF JUNE 21, 2021, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The meeting was called to order at the BSDL at 9:00 AM by Jon Armstrong.

Present: Trustees, Jon Armstrong, Ginny Freeman, Jim Larsen, Pam Radabaugh, and Brian Johnson; Library Director, Stacy Pasche; Steve Steimel of Apex Engineering, our new Construction Manager, and Brittany Steimel, Project Engineer. Absent: Jon Hawley and Jennie Schmitt, Trustees.

Approval of Agenda: **Motion** by Pam Radabaugh/Jim Larsen to approve the agenda as written. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Jim Larsen/Pam Radabaugh to approve five sets of minutes as written - May 17, regular meeting

May 18, Public Hearing for the 2021-2022 Budget

May 18, special meeting to approve the budget and set the millage for 2021-2022

June 7, special meeting

June 11, special meeting

Motion carried, unanimous.

Treasurer's Report: **Motion** by Jim Larsen/Brian Johnson to approve the treasurer's report as presented. Motion carried, unanimous. Pam Radabaugh presented a list of nineteen amendments to the budget for the current fiscal year (2020-2021). See attached list. **Motion** by Pam Radabaugh/Jim Larsen to approve the listed budget amendments. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Pam Radabaugh/Jim Larsen to authorize the May disbursements as listed and attached. Motion carried, unanimous.

Library Director's Report: Stacy Pasche reported on May.

Old Business:

1. Building Project Updates - Steve Steimel is taking over as construction manager.

A. He will be contacting all the sub-contractors to get their existing contracts assigned to the BSDL instead of Brad Warren and 45th Parallel, so the billing will not be going through Apex Engineering but directly to the Library. Brian Johnson will work with Steve to create a letter with wording for this change of contract assignment.

B. A fence around the construction site will be installed today by Apple Fence; Brittany will be supervising this.

C. A sign should be made for the dumpster in the parking lot designating it for library construction materials only.

D. Steve will keep us updated via emails. (After Steve left the meeting he sent a message saying the framer will have the roof dried in by the end of the week).

Motion by Brian Johnson/Pam Radabaugh to authorize Stacy Pasche, Library Director, to sign the assumption of the existing contract by Apex Engineering incorporating the payment terms outlined in Apex's June 16, 2021, letter. Motion carried, unanimous.

Motion by Pam Radabaugh to authorize Brian Johnson to sign the assignments of sub-contracts to the Benzie Shores District Library. Motion carried, unanimous.

Stacy will check with the insurance representative regarding the new payment methods and will run this all by Ann Dilcher at Quinn Evans as well.

The meeting was adjourned at 10:00 AM.

Respectfully submitted,
Ginny Freeman, Secretary