

MINUTES OF FEBRUARY 15, 2021, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The Zoom meeting was called to order at 9:30 AM by Jon Armstrong.

Present: Trustees all attending remotely, Jon Armstrong (Frankfort, home), Ginny Freeman (Blaine Township, home), Jon Hawley (Frankfort, home), Jim Larsen (Watervale, work), Pam Radabaugh (Lake Township, home), and Jennie Schmitt (Watervale, work); Library Director, Stacy Pasche at BSDL; Brad Warren, Building Project Manager at BSDL (arrived at 9: 37 AM).

Absent: Brian Johnson

Approval of Agenda: **Motion** by Jon Hawley/Jenny Schmitt to approve the amended agenda with the addition of Bill Pay as item 3 under Business. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Pam Radabaugh/Jim Larsen to approve the minutes of the January 18, 2021, regular meeting and the February 1, 2021, special meeting as written. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jim Larsen/Jennie Schmitt to approve the treasurer's report as presented. Motion carried, unanimous. The budget amendments that were approved last month will be take place this month.

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

Library Director's Report: Stacy Pasche reported on January. See attached report.

Fundraising Committee Report: The total of individual donations under \$1,000 is \$38,150. All grants and large donations are in.

Business:

1. Building Project Updates with Brad Warren

The underground plumbing and electric are done, but not inspected. The ground has been covered with blankets to keep it from freezing. If it has frozen due to the recent temperatures, Brad will have to rent a jet heater to thaw it out in order to pour the concrete floor at the beginning of next week. Then the steel can be erected. We are about a week and a half behind.

2. Review of By-laws - There was discussion about agenda items and board membership appointments. We will return to the practice of listing old and new business separately on the board meeting agendas, and in the future when other changes are needed, we will simplify the language regarding membership appointments. **Motion** by Pam Radabaugh/Jennie Schmitt to approve the By-Laws as written. Motion carried, unanimous.

3. Bill Pay - There have been a few recent cases when our checks did not reach our vendors on time due to delayed delivery by USPS. This resulted in overdue charges. Stacy will ask other libraries how they handle the current delays, will check with the auditor about the idea of holding some checks at the library to use when necessary, and try changing to paperless notification from some vendors.

The meeting was adjourned at 10:10 AM.

Respectfully submitted,
Ginny Freeman, Secretary