

MINUTES OF APRIL 17, 2021, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

The meeting was called to order at the BSDL at 9:34 AM by Jon Armstrong.

Present: Trustees, Jon Armstrong, Ginny Freeman, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Library Director, Stacy Pasche.

Absent: Brian Johnson and Jon Hawley, Trustees; Brad Warren, Building Project Manager

Approval of Agenda: Changing operating hours will be discussed under the Director's report and Jennie Schmitt will share comments from a patron about the elimination of a restroom under Building Project Updates. **Motion** by Jennie Schmitt/Jim Larsen to approve the agenda as amended. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Jim Larsen/Pam Radabaugh to approve the minutes of the March 15, 2021, regular meeting as written. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jennie Schmitt/Jim Larsen to approve the treasurer's report as presented. Motion carried, unanimous. Jon Armstrong will check on the status of the State Savings Bank certificate of deposit which is to be transferred to West Shore Bank (see last month's minutes).

Approval of Monthly Bills: **Motion** by Pam Radabaugh/Jennie Schmitt to authorize the March disbursements as listed and attached. Motion carried, unanimous.

Trustee Manual Review: We went over the checklist for Chapter One of the Michigan Public Library Trustee Manual. We should all read page 70, Appendix E, Public Library Trustee Ethics Statement in order to complete the checklist.

Library Director's Report: Stacy Pasche reported on March. See attached report. Samuel Ball has been hired to fill the part-time circulation position. He works at the Interlochen Library also. The board supports Stacy's plan to return to regular operating hours beginning May 1st, good public relations to be fully open during construction of our addition. Stacy and Kaitlin met with a representative of the Burgeon group to finalize choices for the Main Street Kiosk in the children's area. Stacy is still gathering information regarding which board members are up for renewal this year and will keep us informed.

Fundraising Committee Report: Friends of the Library fundraising updates - see the building timeline update regarding a \$10,000 donation from the Sally Guzowski Foundation.

Old Business:

1. Building Project Updates - Building Project Updates with Brad Warren - Brad was not in attendance.

Jennie Schmitt conveyed comments she had received from a library patron who is unhappy with the elimination of one of the lobby restrooms, converting it to a staff restroom and making the other restroom (and the new one in the addition) gender neutral. We discussed the concerns including what might be the best signage for the restrooms and information about other public restrooms available nearby. Jennie will get back to the patron so they will know we considered their concerns. Stacy will also be glad to talk with them if they wish.

New Business:

1. Set Budget Hearing Date -

Public Hearing on Proposed Budget for 2021-2022, 9AM, Tuesday, May 18th
Special Meeting to approve the budget, immediately following the public hearing

2. Personnel Policy discussion and review - The personnel policies are being updated. The main change is the addition of a tuition reimbursement policy. We need to read through the policies and send Stacy any feedback so that they can be finalized and ready for approval at the May 17th meeting.

3. Temporary change in timing of board meetings - **Motion** by Jennie Schmitt/Pam Radabaugh to change the board meeting start time from 9:30 to 9:00 AM for the months of May, June, July, and August. This will allow us a full hour before the library opens at 10 AM. Motion carried, unanimous.

The meeting was adjourned at 10:45 AM.

Respectfully submitted,
Ginny Freeman, Secretary