

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

The meeting was called to order at the BSDL at 9:05 AM by Jon Armstrong.

Present: Trustees, Jon Armstrong, Ginny Freeman, Jim Larsen, Pam Radabaugh, Jennie Schmitt, and Jon Hawley; Library Director, Stacy Pasche; Brad Warren, Building Project Manager (9:16 AM, via Zoom from SC).

Absent: Brian Johnson, Trustee

Approval of Agenda: Budget amendments will be presented as part of the Treasurer's Report.

Motion by Ginny Freeman/Jennie Schmitt to approve the agenda as amended. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Pam Radabaugh/Jim Larsen to approve the minutes of the April 19, 2021, regular meeting as written. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jennie Schmitt/Jon Hawley to approve the treasurer's report as presented. Motion carried, unanimous.

Pam Radabaugh presented a list of six amendments to the budget for the current fiscal year (2020-2021) all related to income. See attached list. **Motion** by Pam Radabaugh/Jim Larsen to approve the listed budget amendments. Motion carried, unanimous.

Approval of Monthly Bills: **Motion** by Jon Hawley/Pam Radabaugh to authorize the April disbursements as listed and attached. Motion carried, unanimous.

Trustee Manual Review: We went over the checklist for Chapter Two of the Michigan Public Library Trustee Manual, Bylaws and Board Organization.

Library Director's Report: Stacy Pasche reported on April. See attached report. Ginny Freeman has been reappointed to another three-year term as the Blaine Township representative to the BSDL board. Jennie Schmitt will contact the City of Frankfort about getting reappointed. Stacy will check with Brian Johnson about being reappointed by Gilmore Township. Stacy will also go over the "membership" section of our by-laws to see what needs to be done to bring them up-to-date regarding board member terms.

Fundraising Committee Report: no new updates

Old Business:

1. Building Project Updates - Building Project Updates with Brad Warren - Brad attended via Zoom. He explained how he dealt with the structural issue in the exterior masonry wall at the northwest corner of the building, repairing the masonry and adding a 2x6 stud wall to insure the strength needed to support the new roof. Additional cost of this repair has not been figured yet. He also explained the adjustments that had to be made to compensate for the trusses being 6-8" too long. The size had been approved by him and the engineer, so it was his error and the library is not liable for this, and there is no extra cost to us associated with this. The adaptation was approved by the engineer.

An update of the construction schedule will be sent shortly. From now on there should be no new "discoveries" and scheduling should be more predictable. The current projected date of completion is the end of August. We discussed the possibility of delaying the interior work on the existing building, but we ended up in complete agreement that the project should move ahead as planned as fast as possible and we will deal with whatever the timing of library closures needs to be. Once the site is enclosed and considered "dry" there will be multiple trades working at the same time.

Brad said he would get a fence back up this week, but then he said it would be reinstalled as soon as the big piece of equipment is removed and the sanitary line is tied in to the existing line allowing for the excavating/leveling to be finished.

New Business:

1. Budget Review - **Motion** by Ginny Freeman/Jennie Schmitt to approve the proposed budget for 2021-20222.
2. Personnel Policy vote - **Motion** by Jennie Schmitt/Pam Radabaugh to approve the Employee Handbook & Personnel Policies dated April 2021. Motion carried, unanimous.
3. July 4th library closure dates - The tentative plan is to be closed July 3rd, 4th, and 5th, but this will depend on what activities end up happening in Frankfort that weekend. Carnival and parade are up in the air at this time.

The meeting was adjourned at 10:20 AM.

Respectfully submitted,
Ginny Freeman, Secretary