

MINUTES OF AUGUST 16, 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, Jim Larsen, Pam Radabaugh, and Jon Hawley; Library Director, Stacy Pasche; Steve Steimel and Brittany Steimel of Apex Engineering. Absent: Brian Johnson, Trustee, Ginny Freeman, Trustee, & Jennie Schmitt, Trustee

Approval of Agenda: Motion by Pam Radabaugh/Jim Larsen to approve the agenda amended by moving Building Project Updates to follow the Treasurer's report. Approval of Agenda. Motion carried, unanimous.

Public Input: None

Approval of Minutes: Motion by Jim Larsen/Pam Radabaugh to approve the minutes for July 19, 2021, as written. Motion carried, unanimous.

Treasurer's Report: Motion by Jim Larsen/Pam Radabaugh to approve the July treasurer's report as presented. Motion carried, unanimous.

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

Old Business: Building Project Updates with Steve Steimel and Brittany Steimel .

Steve is still waiting on dry wall costs and final costs for windows. He is pricing the glass in 2 packages, one price for the exterior glass and another for the interior glass. This will help expedite the window order, as exterior windows are needed ASAP to get the exterior dried in. The window shop drawings are still needed for Yao to approve.

Although we are still waiting on final dry wall and window costs, the project cost estimates should be accurate. Masonry is complete, rough framing is complete, and the mechanical and electric have been roughed in and inspected. Steve is going to schedule the rough framing inspection from the county. Dry wall and windows to follow.

Changes: the refrigerator was added to the plans as well as a water line. D&W is going to come back to add an outdoor faucet. The water line to the faucet will be located inside the building and will not need to be winterized.

The roofing is finished and dry. They were able to use the existing vents. If the attic gets too hot, they can add more vents. Steve, Yao & Stacy will verify the existing vent model number and specs with Brooks Roofing. Brooks installed the vents in 2016.

Logistics for the interior work were discussed. It was decided it would be safer, more secure and more efficient to close the library for a few weeks and schedule all of the work during that time.

The meeting room wall details were discussed. The building docs do not reflect previous conversations about not using full glass walls for the meeting room. A knee wall is preferred and less expensive.

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

New Business: Printing and copy fees were discussed. It has been over 10 years since copy fees have increased. Motion made by Jon Hawley/Jim Larsen to increase black and white copy costs to \$.25 cents. Motion carried, unanimous.

The meeting was adjourned at 9:57 AM.

Respectfully submitted,

Stacy Pasche, Library Director