

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

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

Present: Trustees Jon Armstrong, Ginny Freeman, Jon Hawley, Pam Radabaugh, and Jennie Schmitt; Stacy Pasche, Library Director; Steve Steimel of Apex Engineering.

Absent: Trustees, Jim Larsen and Brian Johnson.

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

Public Input: None

Approval of Minutes: **Motion** by Jennie Schmitt/Jon Armstrong to approve the minutes for the regular meeting on October 18, 2021. Motion carried, unanimous.

Building Project Updates with Steve Steimel:

The windows have been delivered and installation has begun. Drywall finishing is moving forward, then painting can begin, etc. The back door is ready to be put in. So work is progressing. The furniture is scheduled to be delivered January 4th and that should be doable. Steve has been meeting with the cabinet folks.

Question - Will we have to move the existing shelving for installation of new carpet or can it be cut at the shelf edge? We are planning on moving the shelves in the lower level, because they are going to be repositioned anyway, but hopefully we can avoid having to do that on the upper level where the shelves will be remaining in the same location and are highly unlikely to be relocated in the near future.

The letter to Brad Warren (to be written by Brian Johnson) will state that we are short \$30,000 which he still owes to contractors (this is work for which he billed us for and for which we have paid him). Steve has locked in pricing with contractors, particularly the ones who have not been needed on site yet. They are all still on board.

Treasurer's Report: **Motion** by Jennie Schmitt/Jon Hawley to approve the treasurer's report as written. Motion carried, unanimous. We asked Stacy to look into the penal fine and state aid categories as they do not seem right.

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

Library Director's Report: Stacy reported on October. We discussed possible changes to the vestibule lighting.

Committee Reports: No committee reports

There was no other old business.

New Business:

Motion by Pam Radabaugh/Jon Armstrong to move the board meeting time to 9:30 AM until further notice. Motion carried, unanimous.

The meeting was adjourned at 9:41 AM.

Respectfully submitted,
Ginny Freeman, Secretary