

MINUTES OF SEPTEMBER 21, 2020, REGULAR MEETING
BENZIE SHORES DISTRICT LIBRARY BOARD

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

Present: Trustees, Jon Armstrong, Ginny Freeman, Jon Hawley, Brian Johnson, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Library Director, Stacy Pasche; Yao Ma representative from Quinn Evans.

Approval of Agenda: **Motion** by Pam Radabaugh/Jim Larsen to approve the agenda with Yao Ma's report moved to the first item. Motion carried, unanimous.

Business:

1. Furnishes and Furniture Report - Yao Ma walked us through her report on finishes and furniture suggestions and options for the youth area, program room, director's office, small meeting room, and study rooms, and we had the opportunity to ask questions. She will have further discussion with Stacy regarding furniture choices.

Public Input: None

Approval of Minutes: **Motion** by Jim Larsen/Brian Johnson to approve the minutes of the August 17, 2020, regular meeting as written. Motion carried, unanimous.

Treasurer's Report: **Motion** by Jon Hawley/Jennie Schmitt to approve the treasurer's report as presented. Motion carried, unanimous. The \$20,000 long-term CD at West Shore Bank has been cashed in and put in the building fund for materials for the visually impaired.

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

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

Fundraising Committee Report:

There are two donors interested in funding the Burgeon Group Early Literacy installations and panels. Stacy will work this out. She will also email us the current total of received donations.

Business:

2. Building Fund Finances - discussion and updates - There is a need to clarify the tracking of building fund income. **Motion** by Pam Radabaugh/Jon Armstrong to move the building fund income to the "donations" category and increase the "donations" budget to \$650,000 and "capital outlay" to \$8,000. Motion carried, unanimous.

3. CIPA Compliance/Filtering Policy - discussion - Stacy explained e-rate funding and the filtering required by CIPA in order to qualify for this funding. TADL has a consultant who will provide free assistance in filing for e-rate funding. **Motion** by Pam Radabaugh/Jon Hawley to approve going ahead with applying for e-rate funding pending finalizing the wording of our policy on filtering. Motion carried, unanimous.

There is a tentative plan for a special meeting next week on Monday or Wednesday.

The meeting was adjourned at 10:43AM.

Respectfully submitted,
Ginny Freeman, Secretary