

MINUTES OF OCTOBER 19, 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, Jim Larsen, Pam Radabaugh, and Jennie Schmitt; Library Director, Stacy Pasche; Brad Warren, building project manager.

Absent: Trustee, Brian Johnson.

Approval of Agenda: **Motion** by Jim Larsen /Pam Radabaugh to approve the agenda moving discussion with Brad Warren to follow approval of the minutes. Motion carried, unanimous.

Public Input: None

Approval of Minutes: **Motion** by Pam Radabaugh/Jon Hawley to approve the minutes of the September 21, 2020, regular meeting and the October 13, 2020, special meeting as written.

Motion carried, unanimous.

Business:

1. Building Project Updates with Brad Warren:

There are still three outstanding bids (rough carpentry, insulation, and trim carpentry) two of which Brad should have later today. He will email Stacy when they are in. He has met with Quinn Evans regarding his alternate suggestions on the lighting and glass packages. We asked him to give us ball park figures on the conference room, on moving the door for the employee bathroom, and all the work planned for in the existing library building. We could postpone the decision on the remodel for several months and go ahead with the addition.

**Motion** by Pam Radabaugh/Jon Hawley to move ahead with the excavation/site preparation for the addition. Motion carried, unanimous. We will schedule a special meeting next week for the purpose of approving the entire addition after receiving the carpentry and insulation numbers. Once the project starts we should hear from Brad on a monthly basis at our regular board meetings.

There was discussion regarding a new location for the Pete Sandman memorial tree which needs to be moved. Stacy will contact Jim Grabowski. Brad will contact Josh Mills regarding the telephone pole that may need to be moved.

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

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

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

We agreed that a new lighted library sign is a good idea, along with moving the old sign to the bay side of the library. **Motion** by Pam Radabaugh/Jim Larsen to add this to the building project so that Brad will coordinate it. Motion carried, unanimous. We will decide the appearance of the new sign later.

Fundraising Committee Report:

We have the \$30,000 check from State Savings Bank for the Burgeon Group early literacy installation for our new youth area. Jon Armstrong has updated several Seabury Foundation

members on progress of our project. Our capital campaign has raised \$21,920 in donations since it began in July. The "by owner" expense estimates are included in Brad Warren's budget, and both the Friends of the Library and the BSDL have additional funds available at the GTRCF, so we are in an okay position.

Business:

2. Music Project Update - Diane Deeters (Marilyn Hagen's daughter) has suggested having her handbell choir come for a grand installation of the outdoor music project which is in her mother's honor. This is something we would consider in another year, after the addition is done.
3. Chromebook/Hotspot Loan Policy - **Motion** by Jon Hawley/Ginny Freeman to adopt the policy as corrected (capitalizing Chromebook in the final paragraph). Motion carried, unanimous.

**Special Meeting** scheduled for Wednesday, October 28th, 9:30 AM, for the purpose of approving the entire addition after receiving the carpentry and insulation numbers.

The meeting was adjourned at 11:00AM. ?????

Respectfully submitted,  
Ginny Freeman, Secretary